

GUIDELINES FOR ORGANISATIONAL STUDY

MBA 3rd Semester, Paper: MBA 12

A. GUIDELINES:

Time period: This study should be done in any organisation with minimum 50 employees within time period of one month. The study report should be submitted prior to MBA 3rd semester exam.

Total Marks: Total marks (100) =80 (Report writing, which will be given from the university after evaluating the report) + 20 (internal assessment marks given by the study centre). *There will be no viva-voce.*

Guide for Organisational study:

- A faculty at the School of Professional Studies (Commerce, Management or Economics) of KKHSOU headquarter.
- Faculties in the departments of Commerce, Business Management or Economics in colleges/institutions affiliated to any Indian University and having minimum five years of teaching experience.

B. SUBMISSION OF PROJECT REPORT

Learners should prepare three copies of the project report, One copy for the University, one for the Study Centre and one for the learner him/her self. The copy for the University should be submitted to the OSD (Examination), KKHSOU, Dispur, Guwahati 781006, through respective study centres. At the top right corner of the first page of the report “COPY FOR THE UNIVERSITY” should be neatly written/ typed.

Typing instructions: The Initial pages (Cover page and certificate page) should not have any numbering. There should be a content page depicting the inside road map of the project. Numbering of pages may start from the next page of the content page.

The type font is: Arial. For general continuous texts, font size: 11. The major Section should be typed with BOLD letters with font size: 14. The Sub-sections should be typed with Title Case bold letters with font size 12.

The Project Report should be typed in double line space, with 1.5 inches (3.81 cm) of margin in left side and 1 inch (2.54 cm) margin in the right side of each page. The upper and lower margins should not be less than 1 inch (2.54 cm) each. Project report should be printed on one side only and should be spiral bound. The length of project report should not be more than 50 pages.

C. OVERALL STRUCTURE OF THE REPORT IS GIVEN IN THE FOLLOWING PAGES:

**Organisational study
at
XYZ Company**

Submitted in partial fulfillment of the requirement
For 3rd semester of
Master of Business Administration
Of
Krishna Kanta Handiqui State Open University

Submitted by
xxxxx
Reg no.:xxxxxxxx

Under the guidance
Of
xxxxxxxxxxxxx

DECLARATION

I, xxxx, hereby declare that Industrial Training Report titled “An Organisational Study at XYZ Company” submitted in the partial fulfillment of the requirement for the 3rd Semester of Master of Business Administration is my original work and is not submitted for the award of any Degree, Diploma, Fellowship or other similar title or awards.

Place: xxxxxxxx
Date:

Name: xxxxxxxx
Reg no.: xxxxxxxxxxxx

CERTIFICATE FROM THE ORGANISATION

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 XX
 XX

Acknowledgement

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1	Industry Profile: An industry profile is a report or gathering of data centered on an area of business that outlines and describes the major components of that area.	
2	Company Profile: Company Profile is concise description of the company which includes information like company's history, number and quality of its human, financial & physical resources, past, current & anticipated performance etc.	
3	Organisational Hierarchy <ul style="list-style-type: none"> • Organisational Chart • Vision, Mission and Values • Product / Service Profile 	
4	Study of Functional Departments <ol style="list-style-type: none"> 1. Production Department 2. Finance Department 3. Marketing Department 4. Human Resource Department 5. IT Department 	
5	SWOT Analysis	

6	Summary of Findings	
7	Suggestions and Recommendations	
8	Conclusion	
	Bibliography (in APA Style)	