



YASHWANTRAO CHAVAN MAHARASHTRA OPEN UNIVERSITY

Dnyangangotri, Near Gangapur Dam, Nashik 422 222

Phones: (0253) 2231477, 2230270

Fax: (091) (0253) 2230270

Dr. Pandit Palande
Director,
School of Commerce & Management

Date:06.11.2020

Dear Student,

You are aware that the students of MBA Programme (P79) are required to submit a Project Report in the second year. The project work carrying 200 marks is a very important constituent of the MBA. Programme.

In order to select a topic for project work and complete it in the stipulated period of time, one has to start from the first year and plan systematically the activities leading to completion of project work. Although we have provided you a tentative list of topics/broad areas for project work, one can select any topic of interest and do a project on that topic. However, for proper understanding of the problem taken up and following a systematic research process, it is necessary to have proper guidance. I would, therefore, like to request you to consult your guide about the topic that you want to take up for research.

Once your topic is finalised, you are required to submit the synopsis of your project giving an idea of your hypotheses, objectives and research methodology.

The synopsis should be prepared very carefully and it should give a complete idea of your proposed work. Many project synopses are rejected on the grounds that the objectives, hypotheses or research methodology are not clear. You are therefore requested to prepare your project synopsis properly in consultation with your guide.

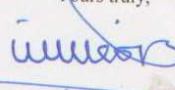
I am enclosing herewith guidelines which will help you in preparing the synopsis and other formalities that have to be completed at the time of submission of the synopsis. Please go through the guidelines carefully before submission of your synopsis.

You are requested to submit your synopsis before 10th January 2021 and submit your project report before 20th April 2021 to your respective study centre. Study Centres are required to send the synopsis latest by 18th January 2021 and project reports before 28th April 2021 to the University Headquarters, Nashik.

Synopsis and Project Report sent by the students directly to the University headquarters, Nashik will not be processed. Due COVID-19 pandemic and for the convenience of students and study centres, the schedule has been changed for this academic year only and it is mandatory to submit soft copy of synopsis and project report along with hard copies.

If you face any problem in this regard, please do write to me.

Thanking you.

Yours truly,

Pandit Palande

Encl : Project Guidelines

Schedule for submission of Synopsis and Project Report by the students at the Study Centre:

- | | | |
|--|---|-------------------------------|
| 1. Last Date of Submission of Synopsis | - | 10 th January 2021 |
| 2. Last Date of submission of Project Report | - | 20 th April 2021 |

Schedule for submission of Synopsis and Project Report by the Study Centre to the University Headquarters, Nashik:

- | | | |
|--|---|-------------------------------|
| 1. Last Date of Submission of Synopsis | - | 18 th January 2021 |
| 2. Last Date of submission of Project Report | - | 28 th April 2021 |

PLEASE NOTE:

- **Study Centre should allocate the students to project supervisor in Semester II in the month of January.**
- **Under the Project Supervisor's supervision Student should first prepare the Project Proposal (synopsis) and submit to their respective study centre for its approval process in Semester II.**
- **Study Centers should send the project proposals (synopsis) and project reports as per the schedule to the university headquarters for evaluation.**
- **Once the Synopsis is approved under the Project Supervisor's supervision student should prepare the Project Report.**
- **Student should complete the Project Work during the III and IV semester.**
- **Student must submit two hard copies of the Project Report to the study centre through Guide within the stipulated time period in Semester IV. (If your synopsis is not approved you cannot submit the Project Report.)**
- **It is mandatory to submit soft copy of synopsis and project report along with hard copies.**
- **If Project Reports are not received on or before last date, it will not be evaluated for that term under any circumstances.**

- **The student who fails to submit the Project Report during the given time period, could re-submit the same before the completion of the registration period of 5 years.**
- **However, such student will have to apply for repeat examination form in the prescribed Format and pay the applicable examination fees.**
- **There is 2 PAGES PRO- FORMA which is to be PRINTED ON BOTH SIDES- (TAKE BACK TO BACK PRINT) and attached to the synopsis.**
- **Student shall receive the copy of checked Synopsis at the study centre.**
- **If your synopsis is not approved you cannot submit the Project Report. In case of non-approval, suggestions for reformulating the project will be communicated. In such cases, students will be expected to resubmit the modified project proposal as per suggestion given by the Evaluator.**



Yashwantrao Chavan Maharashtra Open University Nashik
School of Commerce & Management
 Yashwantrao Chavan Maharashtra Open University
 Dnyangangotri, Near Gangapur Dam, Nashik 422222

MBA – General (P79)

**IMP: TAKE BACK TO BACK PRINT OF PROFORMA FOR APPROVAL OF PROJECT PROPOSAL [P79 PRJ]
 PROFORMA FOR APPROVAL OF PROJECT PROPOSAL [P79 PRJ] (USE CAPITAL LETTERS ONLY)**

P.R.No.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Name of the Student: _____

Contact No. : _____ Email id: _____

Study centre Name & Code: _____ Study centre Code: _____

Title of the Project: _____

Name of the Supervisor: _____

For office use only

SYNOPSIS	1 st Submission	2 nd Submission	3 rd Submission	4 th Submission
Approved				
Approved with suggestions				
Not Approved				
Date & Sign of Evaluator				

SUPERVISOR	Remark
Approved	
Not Approved	
Reason for not Approving	
Date & Sign of Evaluator	

Reason for Not Approval

Reframe	1 st Submission	2 nd Submission	3 rd Submission	4 th Submission
Title				
Objectives				
Hypothesis which can be tested				
Research Methodology				
Objectives/ Hypothesis not in line with title				
University Guidelines not followed				
Date & Sign of Evaluator				

Suggestions for Reformulation



Yashwantrao Chavan Maharashtra Open University Nashik

School of Commerce & Management

Yashwantrao Chavan Maharashtra Open University

Dnyangangotri, Near Gangapur Dam, Nashik 422222

MBA – General

**IMP: TAKE BACK TO BACK PRINT OF PROFORMA FOR APPROVAL OF PROJECT PROPOSAL [P79 PRJ]
(USE CAPITAL LETTERS ONLY)**

P.R.No.

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1) Name and Address of the Student: _____

Pin code: _____ Contact No. : _____

Email id: _____

(3) Subject Area: Finance/Human Resource Management/ Marketing Management / Manufacturing Management

(4) Name and Address _____
of the Supervisor _____

Email: _____ Contact No. : _____

(5) Is the Supervisor an Academic Counsellor of the Management Programme of YCMOU Yes: _____ No: _____

(6) If Yes, Name of Study Centre and the courses / he / she is counselling for and since when: _____

Signature of Student

Date: / /20

Signature of Supervisor

Date: / /20

_____ **Please do not forget to enclose the synopsis of the project and the Bio-data of the Supervisor.** _____

P79PRJ

MASTER OF BUSINESS ADMINISTRATION

MBA-GENERAL [P79PRJ]

GUIDELINES FOR PROJECT WORK

For the year 2020-21



ज्ञानसंगा घरोघरी

Dr. Pandit Palande

Director

**School of Commerce & Management
Yashwantrao Chavan Maharashtra Open University
Nashik**

School of Commerce & Management
Yashwantrao Chavan Maharashtra Open University, Nashik - 422 222
Guidelines for Project Work

Project work is an important constituent of the MBA programme. The following guidelines will help you to clarify many procedural aspects regarding project completion. A student can submit project work only after admission into the Second year of the MBA programme.

Objective

The objective of the project component of the MBA programme is to help the student develop the ability to apply multidisciplinary concepts, tools and techniques to solve organizational problems.

Type of Project

A Project may be of any one of the following types:

- (a) Comprehensive case study (covering a single organization, involving multifunctional area problem formulation, analysis and recommendations).
- (b) Inter-organizational study aimed at inter-firm comparison / validation of theory / survey of management practices.
- (c) Field study (empirical study).

PROJECT PROPOSAL (SYNOPSIS)

(1) Proposal Formulation

The synopsis of a project should be prepared in consultation with the 'project supervisor' and **submitted at the respective Study Centre**. The synopsis should clearly state the objectives, hypotheses and research methodology of the proposed project to be undertaken. It should give full details of the sampling procedures, instruments to be used, limitations if any, etc.

Note: Students are advised to select as their supervisors those who are active professionals in areas relevant to the selected topic. For example, if the topic is in the area of finance, the supervisor should be a specialist in Finance and so on.

Students are advised to submit the Bio-data of the proposed 'Project Supervisor' along with the Synopsis **at their respective study centers**. In case the proposed 'Project Supervisor' is not found acceptable, the student shall be advised to change the 'Project Supervisor' before the Proposal is considered for approval. In case of an academic counselor, it should be clearly mentioned as to which are the courses he/she is doing counseling for and since when along with the name and code of the study center he / she belongs to.

At any given point of time a supervisor may give guidance to maximum five students.

(2) Criteria for selection as a 'Project Supervisor'

An individual, in order to be considered, as a 'Project Supervisor' should fall within any one of the following categories:

- (a) YCMOU academic counselors of the MBA programme, having relevant experience.
- (b) Faculty at the Headquarters (School of Commerce and Management).
- (c) Professionals holding the Masters' degree in management or concerned discipline and having a minimum of 5 years of experience in the relevant area.

(3) Project Proposal Submission and Approval

After finalising the topic and the selection of the supervisor, students should submit the Project Proposal Pro-forma along with the synopsis and signed bio-data of the supervisor at respective study centre, for the approval. A proposal incomplete in any respect will not be entertained under any circumstances.

(4) Communication of Approval

A written communication regarding the approval / non-approval of the project proposal will be given by the study centre to the concerned students as per schedule. In case of non-approval, suggestions for reformulating the project will be communicated. In such cases, students will be expected to resubmit the modified project proposal as per suggestion given by the Evaluator.

PROJECT REPORT

(1) Formulation

- (a) The length of the project report may be about 50 to 60 double spaced typed pages, generally not exceeding 18,000 words (excluding appendices and exhibits). However 10% variation on either side is permissible.
- (b) Each project report must adequately explain the research methodology adopted and the directions for future research.
- (c) The project report should also contain the following:
 - (i) Copy of the Approved Proposal Pro-forma and synopsis.
 - (ii) Certificate indicating originality of the work done. (Please see the 'important notes' given below).

(2) Submission of Project Report:

One typed copy (Bound Volume) and one Soft copy(Compact Disk (CD)- Please mention your Name, PRN, Study centre code and title of study with permanent marker pen on the CD and CD cover) and of the project report are to be submitted to the Study Centre Head, at the respective study centres.

(3) List of Topics

An illustrative list of topics/broad areas is enclosed herewith to give an idea as to what kind of topics may be selected for project work. Students may feel free to select their topics of their choice, outside the list.

(4) Project Evaluation

Evaluation of the project work will be done by an examiner / referee appointed for the purpose, at the university headquarters, Nashik. Projects assessed as unsatisfactory will have to be resubmitted after incorporating the modifications as specified by the university and after payment of the requisite evaluation fees for assessment of the modified project report. In exceptional cases, a student may be allowed to change the topic of his project under the discretionary authority.

Assessment of the project work will be done after submission of the project report at the university headquarters, Nashik

After submission of hard copy of Project Report it will be evaluated by the experts (out of 200 marks).

The students should obtain 80 marks out of 200 marks to pass in the Project Work component.

Projects assessed as unsatisfactory (less than 80 marks) will have to be resubmitted after incorporating the modifications as specified by the study centre before the completion of the registration period of 5 years.

However, such student will have to apply for repeat examination in the prescribed Format and pay the applicable examination fees.

Please Note:

1. Revaluation of Project Report is not allowed.
2. Resubmission of Project Report for Class Improvement is not allowed.

The components of Project Report Evaluation are as Follows:

YASHWANTRAO CHAVAN MAHARASHTRA OPEN UNIVERSITY

NASHIK

School of Commerce & Management

MBA PROGRAMME

PROJECT REPORT EXTERNAL EVALUATION: STATEMENT OF MARKS

ACADEMIC YEAR

STUDY CENTRE NAME & CODE

NAME OF THE EXAMINER

NAME OF THE SUPERVISOR

STUDENT NAME

PRN

TITLE

Sr.No.	Particulars	Marks out of	Marks obtained
1.	Choice of Area/ Topic	10	
2.	Analysis of Relevant Literature /Theoretical background	15	
3.	Statement of the problem / Need of Study / Scope	10	
4.	Objectives Achieved	15	
5.	Hypotheses Testing	15	
6.	Research Methodology	20	
7.	Data Collection	25	
8.	Analysis/Findings	25	
9.	Conclusions	20	
10.	Recommendations / Suggestions	15	
11.	Presentation of the report	10	
12.	Quality of Writing Style	10	
13.	Heading, sub-heading, spacing, rules of citations etc.	05	
14.	Adherence to the format	05	
	TOTAL	200	

Date:

Signature of the External Examiner

YASHWANTRAO CHAVAN MAHARASHTRA OPEN UNIVERSITY

NASHIK

School of Commerce & Management

MBA PROGRAMME

PROJECT REPORT: External Examiners Report

ACADEMIC YEAR

STUDY CENTRE NAME & CODE

NAME OF THE EXAMINER

NAME OF THE SUPERVISOR

STUDENT NAME

PRN

TITLE

GENERAL COMMENTS OF THE EXTERNAL EXAMINER

MARKS: /200

RECOMMENDATION OF THE EXAMINER: ACCEPTED / REVISE AND RESUBMIT

DATE:

Signature of the External Examiner

Important notes for submitting the Project Proposal-(Synopsis)

- 1 Submit only one copy of the Project Proposal.
- 2 Ensure the inclusion of the following items while submitting the Proposal:
 - (a) Pro-forma for Approval of Project Proposal duly filled and signed by both the student and the supervisor.
 - (b) Bio-data of the supervisor with his / her signature.
 - (c) Synopsis of the Project.
- 3 **The Synopsis of your Project Proposal should include the following:**
 - (a) **Introduction, Importance and Significance of the Study**
 - (b) **Rationale**
 - (c) **Objectives**
 - (d) **Hypotheses**
 - (e) **Research Methodology**
 - (f) **Expected contribution**
 - (g) **Chapterisation**

Bibliography

The synopsis should be at least 5 to 7 typed pages and must be submitted in the above format.

It is mandatory to submit soft copy of synopsis and project report along with hard copies.

Important notes for submitting the Project Report

1. The Project Report should be submitted in A-4 size, (29 x 20 cm) typed in double space, in a bound volume.
2. Before binding the Project Report the student should ensure that it contains the following:
 - (a) Approved Project Proposal Pro-forma.
 - (b) Synopsis, and
 - (c) An Originality certificate.

[Candidates should submit a statement, certifying that the work is an original one and has not been submitted earlier either to this University or to any other Institution for fulfillment of the requirement of a course of study. The above certificate should be countersigned by the Project Supervisor.] If any Project Report is received, without (a), (b) or (c) as given above, the same will be rejected or returned to the students for compliance.
3. One typed hard bound copy and One **Soft copy (CD)** of the project report are to be submitted to The Study Centre Head at the respective study canthers.
4. The student should keep a copy of the Project Report with him.

It is mandatory to submit soft copy of synopsis and project report along with hard copies.

Illustrative List of Topics/Broad areas:

1. Study Design and Development of a Financial Accounting System.
2. Assessing Market Opportunity for Introducing "Erasable Optical Disk - Computers" to the Indian Market.
3. A Study of Dividend Practices in Selected Companies of Birla Group
4. Management of Change in an Institution.
5. Management Information System in Banking Industry
6. Management control system - a case study of FCI.
7. Financing Through IFCI and ICICI - A Comparative Study.
8. Consumer Behaviour and Consumption Patterns
9. Performance Evaluation & Practices in a Professionally Managed Enterprise & a Family Run Enterprise - A Comparative Study.
10. A Study of Training Effectiveness in Maharashtra Zone of UCO Bank.
11. A Study of Credit Cards In Indian Scenario.
12. Voluntary Disclosure Practices in India (with Spl. reference - industry).
13. Capital shutdown planning with PERT/CPM for a Refinery plant.
14. Management Control of Projects in Construction Industry.
15. Consumer Survey for Cadbury's Drinking Chocolate (CDS).
16. Labour welfare and social security measures with special reference to "M/s JCT Ltd."
17. Design of Personnel Information System for Indian Air Force.
18. Market Analysis of Wrist Watches.
19. Effectiveness of Financial and Non-financial Incentives as Motivators
20. Consumer Behavior and Life Style Marketing with Purchase Process and Post-Purchase Behaviour.
21. Entrepreneurial Competence as determinant of Entrepreneurial Success - Indian Context.
22. Dividend Policies and Practices - A Case Study of Selected Companies in Textile Industry.
23. Functional Analysis and Comparative Study of IDBI with other DFLs.
24. Turnaround Mgt. in Public Sector - A Case Study.

25. Study of Administered Pricing in An Oil Refinery.
26. Study of Working capital management at ABC company ltd.
27. Comparative study of identified schemes of ABC & XYZ mutual funds.
28. Critical study of non-performing assets of ABC co-op. Bank ltd.
29. Comparative study of selected schemes of ABC Mutual fund and XYZ mutual fund ltd.
30. Comparative study of capital structure of ABC co. ltd. & XYZ co. ltd.
31. Study of consumer behavior for petroleum products in ABC city.
32. Study of promotional schemes for 'A' product launched by ABC company ltd.
33. Study of product positioning strategy adopted by ABC Company in XYZ city.
34. Critical study of expectation of Cell phone holders from the instrument manufacturers.
35. Study of labor welfare initiative at ABC company ltd.
36. Critical study of Absenteeism at ABC Company Ltd.
37. Critical study of employee's satisfaction at ABC company ltd.
38. Critical study of voluntary retirement scheme launched by ABC company ltd.
39. Critical study of employee training and performance appraisal system at ABC Co.ltd.
40. Critical study of recruitment process followed by ABC company ltd.

Detailed Guidelines

Preparation of Project Proposal (Synopsis)

Selection of the Topic

This is the most important area where majority of the students get confused and have number of doubts. Therefore it is advised that the student should discuss the topic with the concerned subject coordinator of the study centre. The coordinator after having necessary sittings with student should suggest name of project supervisor pertaining to the area. Here it is essential that student and supervisor's area of interest should match to enable to work effectively and faster. While selecting the topic following points should be considered.

1. The topic should be relevant and contemporary
2. It should be based on real issues
3. Availability of data should be taken into account
4. Time available at hand should be considered
5. It should not be imaginary or unreal
6. It should cover broader area of effect
7. It must be specific
8. It may be interdisciplinary
9. Applicability of it should also be considered

The synopsis of a project should be prepared in consultation with the 'project supervisor' and submitted at the study centre. Following are some of the guidelines to prepare the synopsis/ project proposal.

1. The project should have a clear title
2. A concise introduction of the subject should be given.
3. Importance and significance of the subject should be highlighted.
4. Objectives of the study should be clearly mentioned.
5. Hypotheses to be tested should be properly stated.
6. Research methodology of the proposed project to be undertaken should be well described.
7. Expected contribution of the proposed project should be well defined.
8. Chapterisation should be given in the synopsis.

Let us discuss the expected contents under each head here.

- 1. Defining Research Problem:** The researcher should discuss the subject of research project with his supervisor before deciding the research problem and the title of the project. The research process begins with selecting and defining a research problem properly. It is essential here that researcher himself is clear about the problem that prevails somewhere in some organization. He must have sensed the symptoms of the problem. He himself must be aware that it exists and is a cause of dislocation of work or causing some unrest in the organization. "Research

problem, in general, refers to some difficulty which a researcher experiences in the context of either a theoretical or practical situation and wants to obtain a solution for the same". The research problem exists where:

[a] Organization or individual are living in an environment which is uncontrollable

&

[b] Where there are more than two alternative solutions or courses of action &

[c] There is more than one outcome

&

[d] Each alternative offers different outcome. That means the comparison, evaluation and analysis is possible.

The research problem must be reflected in project title. And project title should not contain any ambiguous theme. Even by reading the title of the project one having reasonable knowledge of the subject should be in position to make out the theme of the project. The title of the project should not be too short (which express the very wide area of knowledge) or too long (which covers every minute detail of the theme). Title should be -

1. Short but full
2. Concise and clear
3. Express the subject
4. Focus the core area of the research undertaken
5. Contain the period if specific
6. If necessary reveal the name of the firm.

2. Introduction: In introduction researcher is expected to give brief view of the subject. The focus here should be to create awareness about the subject in the mind of the reader. If Researcher is covering different dimensions of the subject all that must be explained briefly. The intention must be to give an overview of the subject. By going through it the reader must get an understanding that researcher is having sufficient theoretical knowledge of the subject and can explore something in depth. He should be introduced to the problem and the subject researcher intends to deal with. Here the researcher should start with wider perspective of the subject and should take the reader to the specific problem. The problem or issue should be explained/ introduced in brief.

3. Significance and Importance of the Study: Researcher has to explain the importance of the subject here. Why in his opinion the subject is important is to be explained in brief. Importance of every subject is different, and it is always based on the place, location, firm, kind of firm, product etc. All these aspects are to be covered under this head. For example;

If researcher wants to deal with the subject working capital, then he must explain the concept of working capital by quoting one or two definitions. Further he should explain how the efficient utilization of working capital is important for the said industry. And then he should discuss the important dimension of the subject in brief.

If researcher wants to deal with the subject Absenteeism, then he should explain the concept of absenteeism first and then why it is to be addressed in case of a particular industry.

Significance of the subject changes with time. For example, Voluntary Retirement Schemes had significance 10 years ago. Now it has lost that relevance as the firms have already shaped themselves rightly and employees have also prepared themselves for such situations. Same is the case with all cost cutting programs or devices. So how the subject is significant in current situation is to be explained here. A peculiar dimension to the subject makes it significant, and that issue is to be dealt under this head. Significance of absenteeism is different from area to area

unit to unit and industry to industry. Researcher should cover this aspect under this head. Researcher can give importance and significance of the subject in numerical form of sequence.

4. **Objectives of the study:** Here objectives of the study undertaken are to be stated. At this level five to seven objectives are more than enough. Objectives are the answer to the question 'what aspects researcher wants to know by doing this project'? Objectives must address the various issues he is going to deal with in the said project.

For Example:

Project title: A Study of Occupational Stress Levels among medical practitioners having own nursing homes in Nashik

Framed Objectives:

1. To study the gender difference for stress levels
2. To study the stress levels in male doctors
3. To study the stress levels in female doctors
4. To study how they cope up with this stress.

5. **Hypotheses:**

Hypothesis is a principle instrument of research. It is main assumption made to study the subject. **It can be defined as, “assumption or some supposition to be proved or disproved”**. Hypothesis must encompass all the objectives of the study. The researcher through his project work attempts to verify or test the hypothesis. Thus it serves as a compass for the researcher. It can be called as a probability statement pertaining to some issue. The verification and testing of which is the purpose of the project. The researcher must formulate one or two sentences of assumptions as hypothesis which covers all the objectives of the study. So, hypotheses must be

- a. Clear and precise
- b. Capable of being tested
- c. Limited in scope and must be specific
- d. Expressed in most simple way
- e. Must be consistent with known facts
- f. Amenable to testing within limited time
- g. Must be stating relationship between variables.

There is a backward linking between hypothesis and objectives. Hypothesis as sentence of assumption must cover or deal with all the objectives of the study. There is forwarding linking between hypothesis and chapterisation. The issues of various aspects raised by hypothesis must find place in chapterisation. In chapterisation there must be a chapter or heading with the sentence of assumption. Hypothesis can be positive or negative. So we can say that hypothesis states what researcher looks for and it is proposition which can be tested to determine its validity.

Few examples of Hypothesis:

1. Absenteeism in ABC Company limited is the indication of low morale and poor management initiative.
2. ABC company limited has improved its financial position during past 3 years, i.e. from 2007 to 2010.
3. ABC company has improved its market standing through its service in Nagpur city.
4. Present Management Information system in ABC Insurance Ltd. is adequate and enables the top management in its decision making.
5. ABC banks consumers are happy with the quality of the services rendered.
6. ABC company's employee's initiative has significantly reduced attrition rate.

6. **Research Methodology:** Under this head researcher is expected to disclose the way he is going to carry out the research. Here he should mention about

- a. **Sample**
- b. **Sources of data collection**
- c. **Tools of data collection**
- d. **Method of processing the data collected**

Sample: It is assumed that the researcher will explain how he has determined sample design or sample size. He must give logical explanation for sample size/design he chooses. In short there should be some plan for collection of data the research work needs, how it will be obtained and why this sample size is taken.

Further the researcher should give details about the sample selected and sample size. He is expected to give justification for the chosen sample. The sample size should be significant. He should try to reach to maximum respondents. Another aspect which he should deal with is the method used for sample designs. The sample designs are -

1. Deliberate sampling
2. Simple random sampling
3. Systematic sampling
4. Stratified sampling
5. Quota sampling
6. Cluster sampling and area sampling
7. Multi-stage sampling
8. Sequential sampling

Appropriate method of sampling is to be followed for the research/ project work.

It is not possible to quote examples of all these methods, so for the sake of understanding a brief example is given.

For example: If a bank under study is having 5000 customers at present.

He should give brief account of his sample i.e.

Sample size for this study is 1000 customers. i.e. 20% of total customers

It comprises

- 500 men below 60 years of age
- 200 senior citizens (of which 25% women)
- 100 Working women below 60 years of age
- 100 College students
- 100 House wives

Sources of data collection: Which source whether primary or secondary source of data collection the researcher is going to explore for his study is essentially be mentioned. Mentioning the titles of the documents he is referring is a welcome gesture, but if not, it doesn't matters at all at this level.

For example:

For data collection questionnaire will be served to 1000customers as primary source of information. The researcher will conduct unstructured interviews of 50 customers. As he himself is working there will be get chance to observe the customers too. Hence Questionnaire method, observation method and interview method will be uses to collect the data.

If he is using annual reports news paper cuttings of the bank for the some information, it should be-

Annual reports and financial statements of the bank will also be used for the study as secondary source of data collection.

OR

Primary source of data collection - Questionnaire to 1000 customers

Unstructured interviews of 50 customers

Observation method

Secondary source of data collection-

Audited annual reports for 3 years

Bank periodicals of last 3 years.

Method of data processing: Here it is expected that researcher will give brief idea of data processing. The econometric tools or statistical tools and techniques, the researcher intends to use need to be mentioned.

In nutshell researcher is expected to give the process he will follow, tools and techniques he will use to reach to the conclusion or to test his hypothesis.

7. **Expected contribution:** Here the researcher is expected to discuss how his project will enhance the present level of knowledge. In which way it is going to help the organization under study. What contribution will it make in the field of study. How the industry, customer, a business unit will be benefited or improve as a result of this project is to be expressed here. In other words expected contribution means practical use or benefit the society may enjoy due to his efforts is to be expressed here.
8. **Chapterization:** It is scheme of chapters. Sequential and logical arrangement of the chapter's researcher proposes for the study. Researcher has full freedom to design the chapterisation. Chapterisation should
 - a. cover all the related issues
 - b. not have too many chapters
 - c. maintain the flow of the subject and have logical sequence
 - d. not be overlapping
 - e. have sufficient number of subheadings
 - f. be clear and concise

(Specimen Copy for reference)

A Synopsis on

"An Analysis of consumer Behavior for purchasing Life Insurance policies in Kolhapur District"

Submitted to

School Of Commerce And Management
Yashwantrao Chavan Maharashtra Open University
Nashik.

As partial fulfillment for the award of

Master of Business Administration (MBA)

By: -----

PRN: -----

Under the Guidance of

Dr/Mr. /Mrs. -----

1. Introduction

The insurance industry in India has seen an array of changes in the past one decade. The decade saw an up rise in the Indian insurance sector as major structural changes took place during this time. The government monopoly is ended. Insurance Regulatory and development Authority (IRDA) Bill is passed to allow entry for private players further allowing foreign players with some restrictions. With rapidly changing policies to open up this segment of the economy changing and growing needs and demands of the people have made the insurance industry more competitive. It is resulted in introduction of number of new products by Public and Private Players from this sector. Now the choice in terms of products and terms for investor is greater. They are also making valuable efforts to create awareness about the benefits and significance of insurance. Though there is ample scope to penetrate in untapped markets existing in rural India, there is still psychological blocking among the people.

Kolhapur district in western Maharashtra is one of the developed areas with strong agriculture base, cooperative organizations and various types of industries. Obviously in this competitive world every life insurance company is trying to maximize its market share by exploiting existing market to its maximum and by penetrating in to new market segments. At the same time they have to concentrate on retention of the old customers too. The needs and demands of the consumer are also changing rapidly with enhanced awareness and choice. Therefore the study of consumer behavior has become important in case of Life Insurance Business.

2. Importance and Significance of the Study

With the entry of private players the industry has become more flexible. With enhanced competition new products are introduced. Every player is trying to attract the customer by offering some benefit or concession. Studied consumer is expecting something new along with benefit, flexibility and special concessions. Consumers have recognized their position and importance in the market. As a result they are become demanding. This has changed the face of the market. Now every player has to develop a product which may address maximum needs of the consumer, which is divided into at least five levels of income across the country. Now Life insurance companies have to be more sensitive and responsive to the consumer expectations. This has made the study of consumer behavior significant for Life Insurance companies.

3. Objectives of the Study

This study is undertaken with a view to analyze the awareness and buying behavior of the consumers towards various Life insurance Companies and their products. So the objectives of the study are as follows:

1. To study the consumer awareness about different insurance companies and their products.
2. To know the different reasons for buying insurance products.
3. To analyze and estimate the market potential for various products of different companies.
4. To know the prevailing view of the consumers towards various insurance policies in terms of price, features, returns, risk coverage, tax exemptions and service.
5. To give suggestions for the improvement if necessary.

4. Hypotheses

1. Life insurance companies are lacking behind in promotional efforts as people normally do not buy insurance services.
2. Consumers are selecting the insurance policy after careful study that is why they are happy and contented with their decision.

5. Research Methodology

There are two ways to collect the data for the research, Primary data & Secondary data.

(a) Primary Data

A primary data are those, which are collected a fresh & for the first time and for the purpose of the research and thus happens to be original in nature.

Here, the researcher will collect the primary data with the help of survey method. A structured Questionnaire will be prepared for the existing consumers having insurance policies, which will be served to the consumers and their replies will be sought. In addition to it discussion and interviews of the consumers will also be conducted to collect the necessary first hand information to fulfill the objectives of the study.

(b) Secondary Data

Secondary data are those which have been already collected by some other agency and which is already processed and published and used for their purpose. Generally speaking secondary data are the information which is collected by some other person/organization for its own need, but latter used by others for different purpose.

Here, various books, magazines, journals, websites, reports etc., which are generated by insurance agencies will be referred as secondary data.

Sampling and sample size

The sample of 125 respondents from Panhala Taluka of Kolhapur District will be selected by the random sampling method as representative units of whole population.

6. Expected Contribution

This research work will cover the study of consumer behavior of life insurance business of entire Kolhapur District Market. The study will put some light on the consumers' decision making process and the aspects they take in to consideration while buying the insurance product. It will also help to rank the consumers choice regarding agencies, their reputation, cost, service, convenience and design of the product etc.

The study will put some light on how life insurance product's consumer makes the decision and what insurance companies should do to attract new consumers and to penetrate in to the market.

7. Chapterisation

Chapter No. 1. Introduction and research design.

Chapter No. 2. Over view of insurance industry

Chapter No. 3. Consumer behavior: A conceptual Discussion.

Chapter No. 4. Data Presentation, analysis and Interpretation

Chapter No. 5. Findings, Conclusions and Suggestions

Bibliography

Appendix

Sign of Research Candidate

Sign of Research Supervisor

(Specimen Copy for reference)

A

A Synopsis on
"A Study of Financial Statement Analysis"
With reference to
ABC industries Ltd., Kolhapur.

Submitted to
School Of Commerce and Management
Yashwantrao Chavan Maharashtra Open University
Nashik.

In partial fulfillment of the Requirement for the award of the degree of

Master of Business Administration (MBA)

By

Mr. -----

PRN No. -----

Under the Guidance of

Dr./Mr. /Mrs. -----

Through

The Coordinator

Study centre code -----

1. Introduction

Present study is undertaken in ABC Industries Ltd., which is well known as ABC Industries. It has earned good name for good quality of casting gray Iron & S.G. Iron. Financial statement and ratio analysis is a very important as it can transform statements into meaningful and useful figures revealing some important features of the industries state of affairs. Ratio analysis helps in understanding and interpretation of financial statement. It helps in evaluation and drawing proper meaning of the past activities made from data expressed in the financial statements. It helps even in forecasting the future prospects of the undertaking as regards to the dividend paying ability, liquidity, earning per share, return on investment etc.

In other words it is a process of establishing the meaningful relationship between the items of the two financial statements with the objective of identifying the financial and operational strength and weakness. To analyze or read the financial statements, not only the figures presented but its analysis and relationship with other figures is also important. Ratios indicate quotient of two mathematical expressions and as the relationship between two or more things. As ratio analysis is used as a bench mark for evaluating the financial position & performances of a firm it help also help to summarize large quantities of firm's financial data to make qualitative judgment about the firm's financial performance over the period.

2. Importance and Significance of Study

1. The analysis and interpretation of financial statement helps in identifying the financial position or strength and weakness of the company.
2. Ratio analysis creates awareness and its fair meaning about financial statement in the management. Which may help to improve the future performance of the company?
3. Ratio analysis play important role in solving financial difficulty as its interpretation puts light on many aspects otherwise neglected.
4. The study provides useful information which can be utilize effectively to predict and evaluate the entity's financial capacity.

3. Objectives of Study

1. To analyze the working capital of the company.
2. To evaluate the financial performance of the company with the help of ratio analysis technique.
3. To study various trends in financial statements with the help of trend analysis.
4. To know the financial position of the concern throughout the reference period by way of comparison

4. Hypotheses

1. ABC Industries is capable to maintain its Current Assets greater than current liabilities.
2. Profitability position of the ABC Industries is increasing year by year.

5. Research Methodology

Research methodology refers to the scientific procedure for the acquiring knowledge based on empirical observation and logical reasoning.

It is imperative that any type of organization in the present environment need systematic supply of information coupled with tools like ratio analysis for making sound decisions which involve minimum risk. In this context research methodology plays very important role for this family owned business unit.

The topic is very relevant in present context and in particular to this company. Globalization has increased the competition and it has become essential for every business to evaluate its financial position to plan its future growth. This project includes following two steps.

- (a) Collection of data from the financial statements i.e. annual reports, balance sheet and profit and loss account for the referred period.
- (b) Analysis of the collected data by using ratio analysis techniques and then interpretation of these ratios to draw the conclusion. Further based on all these things scheme of suggestion is to be prepared.

Data Collection:

The researcher will collect the primary data for this project by using all the three methods i.e.

Questionnaire Method

Direct unstructured Interview method

Observation Method

A separate questionnaire will be designed and served to people holding key positions. The approximate number of respondents is 10.

For additional insight into the affairs of the company unstructured interviews and discussions will be conducted. These interviews may reveal additional information about company's financial position.

The researcher is presently working with the same firm so he will get chance to observe all the proceeding and functioning of the company. So, all the three methods will be used effectively to collect primary data.

Secondary Data

The secondary data is the data published by some other agency for its own purpose. In this project secondary data is more important. So the annual reports, balance sheets, profit & loss account of ABC Industries will be used for the purpose. Thereafter with the help of ratio analysis technique and trend ratios will be drawn. This data will be presented in tabular and graphical form to draw the conclusion. Further based on this study scheme of suggestions will be given.

Limitation of Study

- (1) For the above mentioned study period of 3 years i.e. 2007-08, 2008-09, 2010-11 is considered.
- (2) Considering the time at disposal detail inspection of the accounts is not possible.
- (3) Only one unit of ABC Industries is under consideration

Expected Contribution

This project will help to assess the financial health of the organization. It will put some light on the financial position of the ABC Industries for the given period. It will show the areas where organization must reduce its cost to enhance its profitability. It will help the organization in financial decision making by pointing our critical areas for cost saving. It will also help the organization in optimum utilization of its resources. The study may help the organization to enhance its profitability further.

6. Chapterisation

Chapter- I	:	Introduction
Chapter- II	:	Theoretical Background
Chapter_ III	:	Industry Profile
Chapter- IV	:	Data Presentation and Analysis
Chapter- V	:	Findings, Conclusions and Suggestions
		Bibliography
		Appendix

Sign of Research Candidate

Sign of Research Supervisor