

Guidelines for MBA /MCA/M.Sc. Project work - For Study Centres

- Project work shall be carried out by the candidate under the supervision of a qualified guide from a panel of guides approved by the Central Steering Committee and listed in the CDE website.
- A project proposal validated by the guide has to be submitted online to the Central Steering Committee, for approval, as per the schedule in the project semester. A printout of project proposal (submitted online) in the pdf format may be submitted to the study center on / before the scheduled date with the approval of the guide. Students can proceed with their project work after their proposals are reviewed and approved by the Central Steering Committee, Centre for Distance Education.
- The student shall be instructed to meet the guide periodically and attend the two (Review I & Review II) review committee meetings for evaluation the progress.
- One review is compulsory to submit the Project.
- The Project Report prepared according to approved guidelines and duly signed by the guide(s) shall be submitted to the Coordinator of Study Centre. The final project report must also be submitted online as a word document to the Director, CDE on or before the specified date.
- a) If the candidate fails to obtain 50% of the Continuous Assessment marks in the Project work, he/she will not be permitted to submit the report and has to re-enroll for the same in the subsequent semester.
- b) If the candidate fails to submit the Project Report on or before the specified deadline he/she is deemed to have failed in the Project Work and shall re-enroll for the same in a subsequent semester.
- c) If the candidate fails in the viva-voce examination he/she shall re-enroll for the same in the subsequent semester.
- **The coordinators of the study centre have to identify a senior faculty from the respective department who will function as project in-charge.** There will be a project in-charge for every 50 students and part thereof. The project in-charge will head a **Project Monitoring committee** which will consist of two teaching faculty/experts from industry. The study centres have to conduct two reviews and have to forward the project

internal marks to the Office of the Controller of Examination and also to the CDE. The coordinators of the study centres have to coordinate with the COE in the conduct of viva-voce examination.

PROJECT MONITORING COMMITTEE

In addition, there will be a Project Monitoring Committee at the Study Centre headed by a project in-charge and consisting of two other senior faculty members. The functions of the committee include:

- Providing appropriate counseling, advice and suggestions to all students undertaking project work regarding project area and choice of guide and in general help the project-in-charge in project related activities.
- Ensure that the project proposal and the Guide are approved by the Central steering committee and no project is undertaken without prior approval.
- Conduct at least two reviews and evaluate the progress of the projects.
- Ensuring that the student has incorporated all suggested improvements and suggestions and forwarding the marks to the Central steering committee for projects of Centre for Distance Education, Anna University Chennai.
- Check the content and format of thesis report is as per norms to ensure uniform quality and objective evaluation across projects.
- Ensuring that each registered student belonging to the study centre and who has paid the fees for the project semester has undertaken a project under an approved supervisor in the appropriate area / specialization.
- Maintaining a database regarding complete project related activities and also to establish a data bank with probable project topics.

- Maximum number of students per panel is 50 for project review (I & II) whereas only 20 for the viva-voce.
- The committee is advised to check all the irregularities and non-compliance in the project work and give its appraisal.
- All the members of the panel must be present for the review on time.
- The panel is strictly advised to follow the university norms and guidelines during the reviews.
- The members of the panel have to collate all the documentation related to the project review as and when the candidates are assessed. There shall not be any delay or incompleteness of such duties by members of the review committees