VARDHMAN MAHAVEER OPEN UNIVERSITY, KOTA

Department of Management (MBA Programme)

Guidelines for Dissertation (MP-100)

Last Date to Submit Online Synopsis approval email: Before Commencement of Term End Examination

Student can take up Dissertation only after completing a minimum of one year after admission in MBA Programme.

1. **Objective**

   The objective of the Dissertation is to help the student to develop ability to apply multidisciplinary concepts, tools and techniques to solve managerial and organisational problems.

2. **Type of Dissertation**

   The Dissertation may be from any one of the following types:
   (a) Comprehensive case study (covering single organizational multifunctional problem formulation, analysis and recommendations.)

   (b) Inter-organisational study aimed at inter-firm comparison/validation of theory/survey of management practices.

   (c) Field study (empirical study)

3. **Proposal Formulation**

   Synopsis of the Dissertation should be prepared in consultation with the guide approved by the University and sent in typed form alongwith Bio-Data of the Guide (Supervisor) to the Convenor (Management Studies) as per the point no 5 mentioned below. The synopsis should clearly state the following:
   (i) Introduction
   (ii) Objectives of the Study,
   (iii) Full details of the sampling,
   (iv) Instruments to be used,
   (v) Research methodology,
   (vi) Chapter scheme,
   (vii) Bibliography, limitations etc.
   Copying from any source will be rejected outright.

4. **Eligibility for Guide (Supervisor) of Dissertation**

   The student can select the Guide (Supervisor) at local level from the following categories of supervisor-

   (a) Academic Counsellor of Management Programme of VMOU having relevant experience.

   (b) Faculty at Management Institutions/Universities.

   (c) Professional / Academician in higher educaiton holding masters degree in Management or allied discipline and having a minimum of 5 years of experience in

the relevant area. The Dissertation guide will be paid a token honorarium for guiding the students by the university. During an academic session a supervisor cannot guide more than five students.

5. **Dissertation Proposal Submission and Approval**

(i) After finalising the topic in consultation with Supervisor the MBA Part II enrolled student will send their Dissertation Proposal/ Synopsis to the following email id: convenermanagement@vmou.ac.in

(ii) The student will send the following documents on above email:

Document 1: Dissertation Proposal/ Synopsis in MS Word as per Guidelines

Document 2: Completely filled and signed performa for approval of synopsis for Dissertation in PDF (blank performa is available at page 7)

Document 3: Signed Bio-data of the supervisor in PDF

(iii) After receiving the email the convener (Management) will revert about the approval/revision/non-approval of the synopsis.

(iv) In case the Dissertation Proposal/ Synopsis is approved, a proposal number will be allotted and the same will be communicated to the student.

(v) If synopsis is approved, the student will take the print of all email communication with approved proposal number and attach the same in the final dissertation along with completely filled and signed performa for approval of synopsis for Dissertation. The rest of the formalities of final dissertation submission is given at point no 7.

6. **Dissertation Formulation**

(a) The length of the report may be about 50 to 60 double spaced typed pages not exceeding approximately 20,000 words (excluding appendices and exhibits). However 10% variation on either side is permissible.

(b) Each Dissertation must adequately explain the research methodology adopted and the directions for future research.

(c) The Dissertation should also contain the following :-

(i) Copy of the online approved proposal proforma, Synopsis and signed Bio-data of Guide (Supervisor).

(ii) Certificate of originality of the work by the student and counter signed by the Guide. (Please see the important notes)

7. **Submission of Dissertation**

One typed copy of the Dissertation is to be submitted to Examiners at the time of Viva-Voce organized by Vardhman mahaveer Open University, Rawabhata Road, Kota-324010.

8. **List of Topics**

An illustrative list of topics is enclosed to give only an idea as to what kind to topics could be selected for Dissertation. It is advisable that the students select their topics outside this list.

9. **Viva Voce and Evaluation of Dissertation**

The Viva Voce is complimentary for evaluation of the Dissertation. The student will be asked to appear for Viva Voce. The student will be duly intimated about it by the Controller of Examinations. Viva Voce will be conducted jointly by Head, Department of Management Studies or his nominee and one external examiner at the Headquarter and Regional Centre Jaipur.

10. **Enquiries**

Enquiries regarding the Dissertation should be addressed to the Convenor (Management Studies), Vardhman Mahaveer Open University, Kota at convenermanagement@vmou.ac.in

Some Important notes while preparing the Dissertation:

- ✓ ***Submit only one copy of the Dissertation at the time of Viva-Voce.***
- ✓ ***In all the correspondence with the University quote the Dissertation Proposal Number which is given by the University.***
- ✓ ***Ensure the inclusion of the following items while submitting the proposal:***

  (a) Proforma for Approval of Dissertation annexed in the programme guide 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 Dissertation as per guidelines.
- ✓ ***The synopsis of Dissertation should include the rational behind the study, objectives of the study and research methodology to be used for carrying out the study.***
- ✓ ***The Dissertation should be submitted in A-4 Size typed in double space in a bound volume.***
- ✓ ***Before binding the Dissertation the student should ensure that it contains the approval of Dissertation Proposal Performa (email through which proposal number was allotted) Synopsis and an Originality Certificate.***
- ✓ ***Candidates should submit a statement certifying that the work is an original and has not been submitted earlier either to this University or to other Institution for fulfilment of the requirement of a course of study. The above certificate should be countersigned by the Guide of Dissertation.***
- ✓ ***If any Dissertation is received in the absence of the above the same will be returned to the student for compliance.***
- ✓ ***Student should keep a copy of the Dissertation with him/her. The Dissertation will not be returned to the student.***

Illustrative List of Topics: (This is for reference only. The topics of dissertation should be other then this list.)

1. A Computerisation Study of Design and Development of Financial Accounting System.
2. Assessing Market Opportunity for Introducing "Erasable Optical Disk" to the Indian Market.
3. Budgeting System in Marketing Co-operative Organisation.
4. Pricing Services at International Airports in India: Issues and Practices.
5. A Study of Dividend Practices in an Institution.
6. Management of change in an Institution.
7. Management control system – a case study of FCI
8. Performance of Public Enterprises with Special Reference of RSRTC.
9. Survey of Effectiveness of Advertisement Published by Escorts Ltd.
10. Consumption Behaviour and Consumption Patterns of Employees of DCM – an occupational Analysis.
11. Buyer behaviour in the pocket calculator market.
12. Performance Evaluation & Practices in a Professionally managed Enterprise & a Family Run Enterprise.
13. A Study of Training Effectiveness in Maharashtra Zone of UCO Bank.
14. Voluntary Disclosure Practices in India (with special reference to a particular industry)
15. Impact of Marketing Strategies on Detergent Consumption in a colony of Jaipur.
16. Personnel Policy for Scientific and Technical manpower in India.
17. Management Control of Projects in Construction Industry.
18. Consumer Survey for Cadbury's Drinking Chocolate (CDS)
19. Labour Welfare and Social Security measures with special reference to "M/s. JCT Ltd."
20. Organisational climate and leadership.
21. Design of Personnel Information System for Indian Air Force.

22. A Case Study of Rajasthan Information System for Indian Air Froce.
23. A Critical study of Performance Appraisal in the Department of Telecommunications.
24. Consumer Behaviour and Life Style Marketing with Purchase Process and Post-Purchase Behaviour.
25. Management Information System in Banking Industry.
26. Effectiveness of Financial and No-financial incentives as Motivators for Sales personnel.
27. Impact of Management Development Programme on Executive Performance.

VARDHAMAN MAHAVEER OPEN UNIVERSITY
Rawatbhata Road, Kota 24 010

REMUNERATION BILL FOR GUIDANCE OF DISSERTATION (MP-100)

1. PROGRAMME TITLE : MBA PROGRAMME
2. NAME OF SUPERVISOR : _____
3. RESIDENTIAL ADDRESS : _____
   _____
   _____
4. DESIGNATION : _____
5. OFFICIAL ADDRESS : _____
   _____
6. MOBILE/TEL. NO. OFF. : _____ RES. :_____
7. BANK DETAILS FOR RTGS PURPOSE
   (i) Name of A/c Holder : _____
   (ii) Account Number : _____
   (iii) Name of Bank and Branch : _____
   (iv) IFSC Code : _____
8. PAN No. (Enclose Photocopy) : _____

The remuneration payable for guidance of Dissertation is @ Rs. 300/- per student.

S.No.	ENROLMENT NO.	NAME OF THE STUDENT	AMOUNT

Certified that I have guided the above student(s) for Dissertation of MBA Programme.

Dated ..... Signature of the Supervisor

Certified that the above Dissertation Supervisor was approved and recommended by the Department of Management Studies and above Claim may be admitted.

Dealing Assistant Convener (Management Studies)

DEPARTMENT OF MANAGEMENT

VARDHAMAN MAHAVEER OPEN UNIVERSITY

Rawatbhata Road, Kota 324 010

PROFORMA FOR APPROVAL OF SYNOPSIS FOR DISSERTATION (MP-100)

Section A (To be filled at the time of sending proposal through Email for Approval)

Scholar No. ☐ Regional Centre .....

(1) Name and Address of the Student: .....

with Mobile No. .....

.....

(2) Title of the Dissertation: .....

.....

(3) Subject Area : HRM/Finance/Marketing/Operations/General Management/ any other …

(4) Name, Mobile No. and official Address of the Supervisor ……

.....

.....

(5) Is the supervisor an Academic Counsellor of Management? Yes ☐ No ☐

(6) If Yes, Name of Study Centre .....

(7) Courses of Counseling .....

(8) Professional / Teaching Experience in years …….....

Signature of Student with date Signature of Supervisor with date

1. Please do not forget to enclose the original approved Synopsis for the Dissertation duly signed by the Guide
2. Please bring one copy of Dissertation at the time of Viva-Voce.

Section B (To be filled only if the proposal is approved by Email)

PROPOSAL NO. ☐

Note:

1. Proposal number is mentioned in the email through which the synopsis was approved
2. **Please attach the print of the dissertation approval email in Final Dissertation along with this performa**