



**BHARATI VIDYAPEETH
(DEEMED TO BE UNIVERSITY)
CENTRE FOR DISTANCE AND ONLINE EDUCATION, PUNE**

CAPSTONE PROJECT GUIDELINES

Project should be a **Research Project** or it may be **an operational assignment** that involves working (50 days) by the students in an organization.

In case of **an operational assignment**

- 1) Students are expected to do a project work in an organization.
- 2) The students should identify specific problems faced by the organization in a functional area in which the assignment is given.
e.g.
 - (a) Sales - sales targets are not achieved for a particular product or service in a given period of time.
 - (b) Finance - mobilization & allocation of financial resources.
 - (c) HR - Increase in employee turnover ratio.
- 3) In this study students should focus on Identifying the reasons / factors responsible for the problems faced by the organization
 - Collection of data (Primary & Secondary) related to reasons / factors responsible for these problems
 - Data Analysis tools & interpretation
 - Findings & observations.
 - Suggestions (based on findings & observations) for improving the functioning of the organization.

Report will include the following Chapter Scheme

- 1) Introduction: - This chapter will give a reader the background of problem area, specific problem & how you come across it?
- 2) Company profile
- 3) Literature Review (*in case of Research based Project*)
- 4) Objectives of the study / Tasks Undertaken- (*for Operational Assignment*)
- 5) Research Methodology (*in case of Research based Project*)
- 6) Data analysis & interpretation / Activities Undertaken for completion of Tasks- (*for Operational Assignment*)
- 7) Findings & Suggestions
- 8) Learnings from the study
- 9) Annexures



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General Instructions

Project Guide

- 1) Project guide will be allotted to you for the guidance and completion of the project.
- 2) You may contact to your guide by email & or phone as per the convenient time slot provided by the guide.
- 3) You have to attend online meeting with your project guide.
- 4) You have to submit progress report every 15 days to your guide.
- 5) The last date of submission of Capstone Project is 31st July, 2022 to the respective guide.

Technical details:

- 1) 12 pt. Times New Roman font shall be used with 1.5-line spacing for typing the report.
- 2) 1" margin shall be left from all the sides.
- 3) The report should include a Certificate (on company's letter head) from the company duly signed by the competent authority with the stamp.
- 4) Students should submit soft copy of their Capstone Project.
- 5) Initial Pages of the Report (Before the Chapters)
 - Title Page (*Refer Annexure – A*)
 - Company Certificate (*Refer Annexure – B*)
 - Declaration (*Refer Annexure – C*)
 - Acknowledgement
 - Executive Summary (*If any*)
 - Index

Programme Coordinator – MBA

Director



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Annexure – A

**Project Report
on**

“Title of the Capstone Project”

at

Name of the Company

**Submitted in Partial Fulfillment of the Requirements for the
Award of degree of Master of Business Administration
2021 – 2022**

Name of the Student

Guided By

Name of the Guide



**Bharati Vidyapeeth (Deemed to be University),
Centre for Distance and Online Education, Pune**



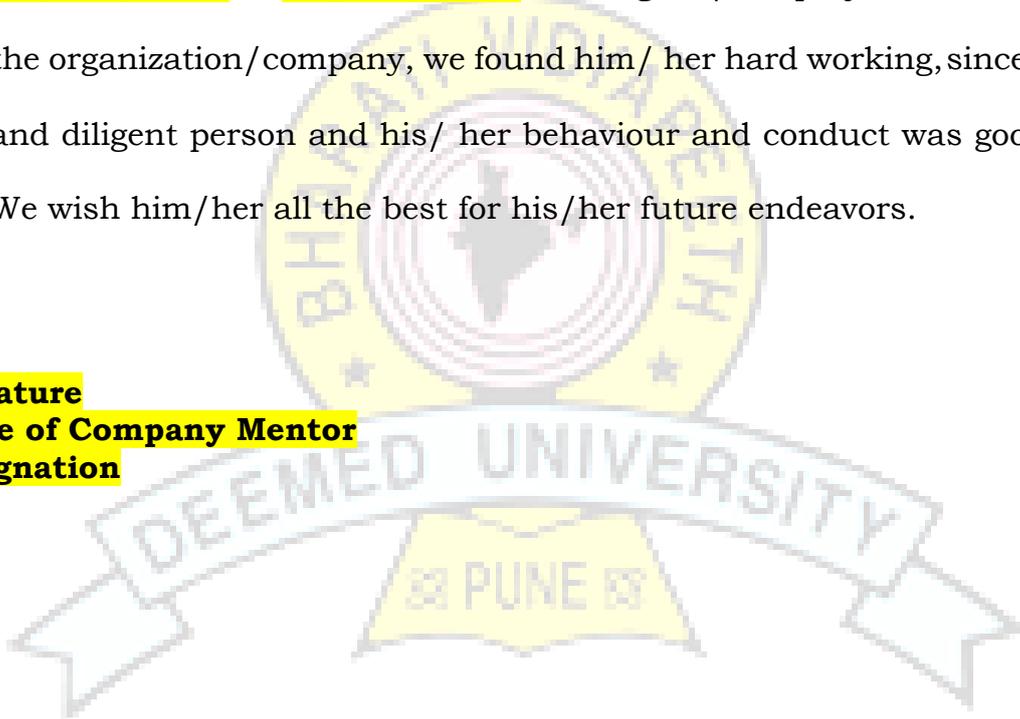
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Annexure – B

(On Company Letter head)

This is to certify that **Name of the Student** son/daughter of **Name of the Father** pursuing MBA from **Bharati Vidyapeeth (Deemed to be University) Centre for Distance and Online Education, Pune** has successfully completed the **Capstone Project Report** in our organization on the topic titled, "**Title of the Project**" from **DD/MM/YYYY** to **DD/MM/YYYY**. During his/her project tenure in the organization/company, we found him/ her hard working, sincere and diligent person and his/ her behaviour and conduct was good. We wish him/her all the best for his/her future endeavors.

Signature
Name of Company Mentor
Designation
Seal





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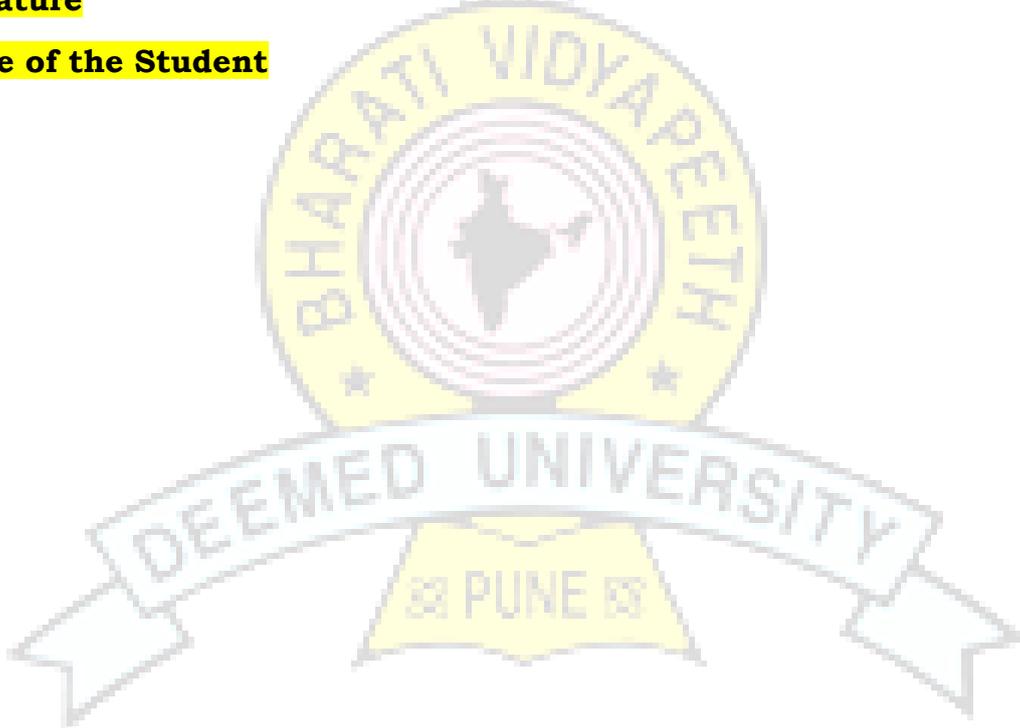
Annexure – C

Declaration

The project report entitled **"Title of the Project"** Submitted to Bharati Vidyapeeth (Deemed to be University), Pune in partial fulfilment of the requirement for the award of the degree of MBA (Online) is an original work carried out under the guidance of **Name of the Guide**. The matter embodied in this project is a genuine work done by me to the best of my knowledge and belief and has not been submitted before, neither to this University nor to any other University for the fulfilment of the requirement of any course of study.

Signature

Name of the Student





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Annexure – D

Acknowledgement

Apart from my efforts, the success of my project depends largely on the encouragement and guideline of many others. I take this opportunity to express my gratitude to the people who have been instrumental in the successful completion of this project.

I am gratefully indebted to our esteemed guide **Name of the internal guide** for his sincere guidance and priceless support which would have been impossible for us to complete this project.

I express my gratitude to the staff members of Bharati Vidyapeeth (Deemed to be University) who directly or indirectly helped me. I would also like to express my sincere gratitude to all my office colleagues in **Name of the company**

Signature

Name of the Student

