

INVITING APPLICATIONS FOR GUIDING THE MBA STUDENTS IN PROJECT WORK

The Institute of Distance Education, University of Madras is offering MBA Degree course in 14 different branches with duration of 2 years and conducting the examinations in four semesters for the aspiring candidates. In the final semester, the candidates are provided with the options of selecting either the project or theory papers.

The Institute of Distance Education, University of Madras is inviting the applications from the faculties working in Colleges / Universities and Management Institutions to guide the candidates who opted for project work in their final semester.

The Eligibility criteria for the Faculties for guiding the candidates are as follows:

The Guide should be Full time teaching staff with M.B.A. qualification working in the Department of M.B.A. or any department of any University / Affiliated College recognized by the UGC / AICTE with a minimum of 5 years teaching experience.

Responsibilities of the Guides for MBA Projects are as follows:

The Guides are expected to :

- Assist the students in identifying and framing the problem for the proposed study
- Advise the student on the collection and review of literature relating to the study
- Advise the student to devise appropriate methodology for study.
- Help the student in the preparation of appropriate tools for collection of data.
- Ensure the authenticity of data collected by verifying the raw data
- Suggest the suitable statistical tools for analysis of data
- Help in data analysis and interpretation of the results
- Check the project report carefully and ensure that it is of good standard and in the format specified by the Institute of Distance Education, University of Madras.
- Ensure whether the permission letter from the organization is obtained wherever applicable.
- Review the progress of the students, if any student is not reporting the progress of the project work to the guide, the guide may report the same to the Director, IDE, University of Madras.
- Take utmost care before signing the final project report to ensure that the work is original and has definitely been done under his / her supervision
- Continuously monitor the project work of the students working under him / her beginning from the proposal preparations stage till the final report is signed by the guide.
- Guide not more than 10 students per year

Interested faculty members are requested to fill the format placed below in the IDE website www.ideunom.ac.in and forward the same to The Director, Institute of Distance Education, University of Madras, Chepauk, Chennai – 600005. Honorarium will be paid to the guide for guiding the students. The amount of honorarium will be intimated later.

DIRECTOR

PROFILE OF THE GUIDE

NAME OF THE GUIDE:

AGE AND DATE OF BIRTH:

DESIGNATION:

OFFICIAL ADDRESS
WITH PHONE NO:

RESIDENTIAL ADDRESS
WITH PHONE NO:

EMAIL ID:

Please affix recent
passport sized colour
photograph-duly
attested by the
Head/Principal of the
Institution

EDUCATIONAL QUALIFICATIONS

(Please attach photocopies of degree certificates)

Name of Degree	Specialisation	Year of passing	Institution/University

WORK EXPERIENCE

(Please attach photocopies of experience certificates)

Designation	From	To	Name of the Organisation

Kindly include me in the list of approved guides of Institute of Distance Education, University of Madras.

DECLARATION

I hereby state that the information provided by me is true to the best of my knowledge.

(Signature with date)

(Signature of the Head / Principal of the Institution with seal)