



MBA
(Materials Management)

PROJECT WORK

GUIDELINES FOR
STUDENTS

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MBA in Materials Management

PROJECT WORK GUIDELINES FOR STUDENTS

Students are required to take up project work for the successful completion of the MBA in Materials Management course, during the third year of the course.

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1.1 WHAT IS A RESEARCH PROJECT ?

It is an intensive study on a topic. It explores the subject in depth and elucidates information about the problem investigated, the methods used to solve the problem, the results of the investigation and the conclusions inferred and a set of recommendations that can be implemented. Research can be descriptive or explanatory. In a descriptive study we study the existing systems/ prevailing conditions of the topic under Research. In exploratory study we explore the area of study, by introducing new augments to the existing system and draw inferences and projections.

1.2 WHAT CAN BE STUDIED IN A PROJECT ?

The project taken for study can be related to a particular organisation, it can be comparison study of many organisations, or related to many organisations. All projects must be related to the Area of Materials management either directly or indirectly. A project should preferably be conducted in the organisation where the student is employed.

1.3 SUGGESTED AREAS OF STUDY :

The list in Appendix I is illustrative.

1.4 Before embarking on the Project study., the student should identify the problem he intends to study and know the subject under study. He can facilitate this by reading material on the intended study.

1.5 Do you have access to the materials, data, references for the study ? A review of the Literature i.e., the studies done so far, the topics studied, will give a comprehensive view to the student as to which area of study is found wanting or there is a lacuna. This enables a student to select the area of study that is most recent, and has most application value. This information can be acquired by reading periodicals and recent publications in materials management.

1.6 Is a guide available to you ? Is the guide adept and well versed with the area of research you want to undertake? The student has to take the necessary permission from the current employer if he intends to conduct the study in the organisation he is working.

2.0 SCOPE OF THE STUDY

How valuable is the study to be done by you? Does it have applicational value ? Can it be used for improvement by the organisation in the field of materials management ? The study should highlight in application in day to day functioning or in a specific area of materials management.

2.1 The data collected could be primary i.e., gathered by your own observation, or it may be secondary i.e taken from the records of the organisation where the research is being undertaken like balance'sheets, control figures, performance reports, sales reports.

2.2 Students must ensure that the project undertaken must be an original study.

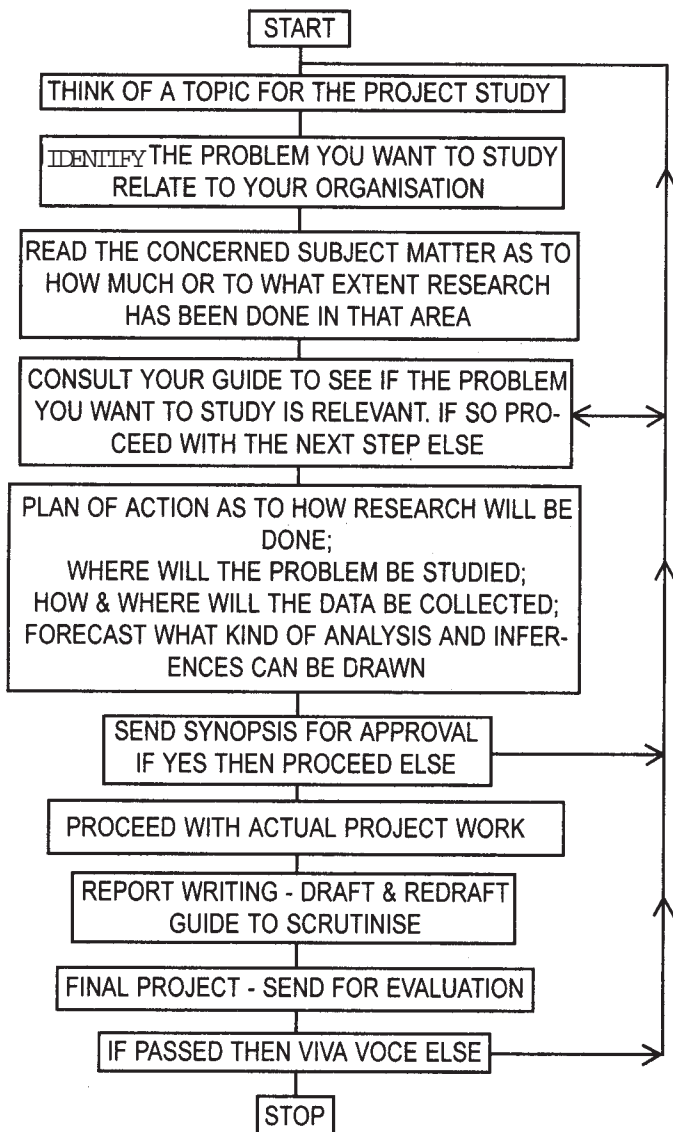
3.0 SELECTION OF GUIDE

A project report must be conducted with the guidance of the Project Guide. A guide has to be competent person possessing vast experience and knowledge in the field of research the student intends to study. The guide can even suggest to a student any relevant area for research. He/She should preferably be a senior member of the organisation, where the student is employed.

3.1 This set of guidelines for the project work is also given to the guide to ensure that the student abides by the format or project structure laid down by the Institution.

3.2 A Certificate from the guide should be submitted along with the Project Work. (See Appendix II)

FLOW CHART INDICATING THE BASIC ELEMENTS FOR PROJECT WORK



SYNOPSIS

Before embarking on the actual study, it is necessary to submit a synopsis of the intended work, for the approval of branch chairman and chief coordinator MBA (MM). The synopsis will be returned to the student after approval. The synopsis should mention the name and address of the guide. The synopsis should be brief- Not more than 2 to 3 pages. Synopsis must be submitted in a structured format indicated below:

ITEM	PARTICULARS	Remarks
Name of Student		
Roll no of student		
Address for correspondence Telephone E-mail		
Name of Guide Designation Address		
Proposed title of project		
Problem under study		
Scope		
Brief background		
Methodology		
Conclusion / recommendations		
Approved/Not approved		
Comments/Suggestions		

4.2 WHAT IS A SYNOPSIS ?

A synopsis is an outline of what the intending research is all about and the general plan of action. It serves as a guidelines for the ensuing research. It should contain the following elements.

a) The Problem under study : It is important to identify the problem you intend to study and where the study will be conducted.

How precise is the problem ? eg. If X then Y. It should not be vague and ambiguous or too narrow so as to reduce the scope of the study. eg. If a student wants to conduct a study on the purchase of envelopes in his company, this topic is a very narrow subject and hence cannot be studied for project work. The problem should be broad enough to elicit useful information.

b) Scope of the Study: Is it an original research? What application value does the study forecast ? Why Is the study being done? It should not be a repetitive study. Can another investigator replicate the research by following the project report ?

C) Scope should indicate the broad area taken up for study or investigation and indicate limits within which the study is being conducted.

d) Methodology: How and where will the study be conducted? Where will the data for the study be collected? Is it primary or secondary? What type of analysis is being done on the data gathered? Is it qualitative or quantitative? Qualitative analysis is done on data collected from marketing research, product development etc. It mainly consists of subjective inputs and rarely uses precise numerical description. In Quantitative analysis the data gathered is quantified in terms of numerals or figures and suitable statistical analysis is done. Quantified data is more reliable and precise than qualified data.

e) Conclusions and Recommendations : What conclusions can be expected from the study? What recommendations can be made to improve the working in the area of the project study?

5.0 CONDUCTING THE STUDY

After the necessary approval of the synopsis the student has to embark on the actual study. If the data is of primary nature, then the data collection should be the prime concern. Students should ensure that data collection be done at the earliest and the necessary statistical analysis done if the student intends to quantify the gathered data.

It is important that the student keep the guide informed about the progress at each stage of the project. Each chapter completed by

the student should be given to the guide for approval before a final draft is made. Likewise all the chapters of the project need to be scrutinised by the guide. Student may have to write and rewrite the specific chapters before a final draft is generated.

5.1 STRUCTURE OF THE PROJECT REPORT

A) INTRODUCTION - to the topic under study, eg if it is a study on Inventory Control practices, an introduction as to what is Inventory Control and its practices, and other in-formation should be given.

B) BACKGROUND - A brief background about the company/organisation under study, like Name, Location etc. and also relevant details like organisation structure, existing systems related to the particular subject under study. And a brief write up of the problem you want to study in that organisation.

C) METHODOLOGY - forms the crux of the report. It should include the following information :

- 1) Problem - the main objectives of the study, the scope which indicates the usefulness of the project, how applicable it is, and how it can be used by the organisation for improved performance.
- 2) Review of Literature indicating the research done so far with regard to the particular subject.
- 3) The relevant data gathered should be presented in the form of tables, graphs, flow charts etc.

- 4) Detailed discussion about the present practices related to the subject. If new practices/augments have been introduced, a discussion of the same may be done.
- 5) Analysis of the data collected or the effect of the new practices on the existing one.

D) CONCLUSIONS & RECOMMENDATIONS - based on the study done, what conclusions/inferences can be drawn. Recommendations are based on the conclusions of the study. It is important to indicate that a set of recommendations should follow from the conclusions inferred. The recommendations should have value to the organisation. If possible quantify the benefits that can be gained from following the recommendations. Indications as to what other techniques can be applied to improve the systems viz. Cost saving techniques, precautions.

E) LIMITATIONS of the study if any, should be highlighted.

6. IMPORTANT GUIDELINES FOR WRITING THE PROJECT

- 1) Students should use simple and good English while writing the report. Avoid grammatical errors.
- 2) The problem and objectives should be specific and clearly stated. Avoid ambiguity.
- 3) No aspects of the structure of the report should be omitted.
- 4) Important to include Bibliography, List of tables, Certificate from guide and acknowledgments.
- 5) The report should be, in about 60-70 pages.

7. OTHER DETAILS TO BE CONTAINED IN THE REPORT

- 1) Acknowledgment - to all those who have helped the student complete the project.
- 2) Certificate from the guide. (See appendix II)

- 3) Abstract of the study. It should not exceed 500 words.
- 4) Table of contents, chapter wise with the appropriate page numbers.
- 5) Actual project content following the given format.
- 6) Bibliography - It is important for students to list the Books of reference. It should follow the order - Author's name, Title of the Book or Journal, Pg. Nos. and Year of publishing.

8. PHYSICAL FORMAT

- a) The front cover should contain the following details.
TOP: The Title of the report in block capitals, properly centered. **CENTRE:** Full name of the candidate in Block with Roll No. **BOTTOM:** Name of the Institute, Year of Submission.
- b) **BLANK SHEETS** - At the beginning and the end of the report two blank sheets of paper shall be provided one for the purpose of binding and another to be left blank.
- c) **TITLE SHEET** - The title shall be the first typed sheet and shall follow immediately after the blank sheet.
- d) **PAPER** - The report shall be typed on white quarto bond paper.
- e) **TYPING** - The typing shall be in standard letter size, one and a half or double spaced on one side of the paper only, using black ribbon and black carbons.
- f) **MARGIN** - The typed sheet shall have the following margins:left 35mm, Top 35mm, Right 20mm, Bottom 20mm:
- g) **PAGE NUMBER** - Shall be in Roman Numbers at 15 mm from the bottom of the page centrally located. h) **BINDING** - The report shall be rexine bound in black.

9. COPIES TO BE SUBMITTED

The candidate is required to submit (2) copies of the report to the branch/study centre, these copies will be retained by the institute.

10. VALUATION OF PROJECT & VIVA VOCE :

The submitted project report will be sent for evaluation. The project report will be evaluated on the following criteria.

CRITERIA	MAX. MARKS
1. Clarity of objectives scope and coverage	15
2. Study methodology for data collection	30
3. Analysis of data, tools and techniques	45
4. Understanding of the subject and conceptualisation of the Key areas.	30
5. Innovative techniques/approach to problem scheme	30
6. Conclusions drawn	45
7. Recommendations, usefulness implementation scheme	30
8. Linking of recommendations to the objectives	30
9. Report writing and presentation	45
	<hr/> 300

If the project report is approved by the evaluator, the candidate will be eligible to appear for the viva voce exam, to the support the project work conducted by him, at the branch the student is attached. In case of a student's project being not approved, he is not eligible to take up the viva-voce. The student then has to rewrite the project based on the remarks of the evaluator. The project can be disapproved on the basis of it not being a original study i.e. if it

is copied or rewritten from an earlier project, incorrect data, insufficient discussion & analysis, typographical errors, improper presentation of the project matter, mismatch between the problem studied at hand and the methodology i.e. design, insufficient subject matter etc.

11. MARKS FOR THE PROJECT

The project work will carry 300 marks and the viva-voce for 100 marks. The minimum for passing will be 50% for both the project work and viva-voce.

APPENDIX I ILLUSTRATIVE LIST OF TOPICS FOR PROJECT WORK

- 1) Scrap Management
- 2) Lead time analysis
- 3) Stores Layout and planning/management.
- 4) ISO 9000 in MM
- 5) Quality Control/TQM
- 6) Inventory control systems
- 7) Purchase procedures & systems/policies
- 8) Vendor rating
- 9) Spare parts mgmt.
- 10) Cost control/reduction
- 11) Planning and procurement of raw materials
- 12) Wastage control
- 13) Material handling equipment
- 14) Despatch of finished goods.
- 15) Transportation systems
- 16) Systems integration and Logistics
- 17) Codification and computerisation in MRP Inventory.
- 18) Material requirement planning
- 19) Vendor development
- 20) Waste disposal
- 21) Ancillary development
- 22) Safety evaluation for material loss
- 23) Sub - contracting systems
- 24) Computer applications systems
- 25) Value Analysis
- 26) Value Engg.
- 27) Preservation procedures
- 28) Import/Export systems
- 29) MRP-II
- 30) Claims Mgmt
- 31) Warehouse planning

- 32) Inspection Techniques and MM
- 33) Indenting systems
- 34) Accounting systems in stock control
- 35) Budgetary impact on MM
- 36) Storage and preservation procedure
- 37) Make or buy decision
- 38) Clearance of Imported cargo
- 39) Project buying
- 40) Stock control
- 41) Store keeping
- 42) Source development
- 43) Strategic alliances in purchasing
- 44) Buyer-Seller relations
- 45) Green buying practices in MM
- 46) Ethical practices in MM
- 47) Recycling of materials
- 48) Conservation of materials
- 49) Management of hazardous materials.
- 50) Environmental management in stores
- 51) Selection of right packaging material
- 52) Bio-degradable Packaging
- 53) Storage and handling of perishable materi
- 54) Packaging for export.

APPENDIX II
CERTIFICATE FROM THE GUIDE

This is to certify that the Project work titled
..... is
a bonafide work carried out by
.....
..... Roll No

A candidate for MBA in Materials management course of the IIMM
and Madhya Pradesh (Bhoj) Open University under my guidance
and direction.

SIGNATURE OF GUIDE

NAME :

DESIGNATION :

ADDRESS :

DATE :

PLACE :