

GUIDELINES FOR PREPARATION OF PROJECT REPORT

Note:

The candidate should prepare Project proposal (synopsis) and Project Report in his/her own handwriting in blue ink.

However, the pages as mentioned in 6(iii) of these guidelines can be typed and printed.

Students of MBA (Hospital Administration) Programme will have to take up project work in the Third year.

1. The purpose of the project work is primarily to demonstrate the application of knowledge and skills acquired during the programme, by studying and analyzing the selected programme in the work situation in a systematic manner while suggesting solutions to be management.
2. The topic for project may be taken from any one of the following sources :
 - (i) Comprehensive case study, covering single organization with multifunctional area problem formulation, analysis and recommendations.
 - (ii) Inter organizational comparison of performance in different functional areas including management practices.
 - (iii) Field Study/Empirical Study

SUGGESTIVE TOPICS FOR PROJECT REPORT

Following is the list of suggestive topics only. The candidates are free to choose the topic of their choice in relation to Hospital administration by duly complying with the regulations that are in force in preparation of project report.

- Patient care services in the Dept. of Casualty in a 100 bedded hospital.
- Medico-legal aspects of casualty & emergency departments in any hospital
- Human Resource Planning in Hospital
- Unionism in Hospitals and Quality of Health Care Services
- Grievances & Redressal procedures in hospital services
- Health insurance schemes in Hospitals
- Training and Development programmes in Hospitals
- Performance Appraisal in Hospitals
- Marketing of Hospital Services
- Maintenance Services in a 100 bedded hospital
- Comparative Study of Arogyasri programmes in government and private hospitals
- Disaster management techniques in a multi-specialty hospital
- Study of clinical and diagnostic services
- Technology and Hospital Administration
- Quality Management in Hospitals
- Ethics in Hospital Administration-Perceptual studies of Administrators in Government and Private hospitals
- Budgetary controls in Hospitals
- Financial performance of Hospitals
- Inventory management in Hospitals

PROJECT PROPOSAL:

The Project Proposal (Synopsis) should be prepared in consultation with the Project Guide. The proposal should clearly state the introduction, significance, objectives, methodology, statistical techniques to be used, limitations if any and future directions for further research, etc.

Eligible Project guide may be taken from any one of the following :

- Academic Counselors of MBA (Hospital Administration) Programme.
- Medical Practitioner / Administrator with MBBS qualification and having put in at-least a minimum of 5 years of experience either in Government Hospital or Corporate Hospital.

Students are advised to send their project proposal (synopsis) and Bio-data of the Project Guide which must be duly signed by Guide. If the proposed guide is not acceptable, the student shall be advised accordingly and in such cases, the student should change the guide before the proposal is considered for approval. Similarly if a student wants to change his/her guide after some time, he/she would be required to submit the project proposal along with the signature of the new guide on a new project proposal proforma.

At any given point of time a guide should not have more than FIVE students.

Note: Students are advised to select their guides who are either teachers or active Professionals in the relevant area of the selected topic.

3. The Proforma of Project Proposal along with one copy of **HANDWRITTEN** synopsis and bio-data of the guide be submitted in person to the Course Co-ordinator or sent to the Director, Centre for Distance and Online Education, Andhra University for approval. Proposals incomplete in any respect will straightway be rejected. Students are advised to retain a copy of the synopsis.
4. Communication for approval/non-approval of the project proposal will be sent to the candidate within one month of the receipt of the project proposal.
5. Communication of non-approval of the proposal will be accompanied by comments/suggestions for reformulating the project, the revised project proposal should be submitted in the new proforma. A copy of rejected synopsis and project proposal proforma wherein the comments or suggestions of the evaluation are given should also be submitted.
6. **PREPARATION OF PROJECT REPORT :**
 - (i) The **HANDWRITTEN** Project report should consist of (a) introduction, (b)significance of the study, (c) Objectives, (d) Sampling and Methodology, (e) Statistical Techniques used, (f) pictures and graphs (g) findings and Limitations, if any, and (h) guidelines for future research.
 - (ii) The length of the report shall be in between 50 to 70 pages neatly written

in blue ink on one side of the A4 sheet. The report should include photographs in support of the work wherever necessary. The report is to be submitted in a bound volume.

(iii) The Project Report should also contain :

- (a) Project Approval letter
- (b) Copy of Proforma of Project Proposal
- (c) A Certificate from the organization where the candidate underwent Practical Training for a period of eight weeks.
- (d) A statement (Declaration) from the candidate mentioning that the work is an original one and has not been submitted earlier either to this University or to any other institution of the requirement of a course of study.
- (e) A certificate from the Project Guide that the Project work has been completed under his/her supervision.
- (f) Appendices if any (at the end of the Project report).
- (g) Pictures, graphs and tables

7. **The original HANDWRITTEN Project report** is to be submitted to the Director, Centre for Distance and Online Education before the due date as communicated in the Academic Calendar. **H o w e v e r**, the xerox copy of the original report is to be retained with the student and produced at the time of Viva-Voce Exam. The Project report submitted/sent to the University *will not be returned*.

Dr. K. JAYARAM
Course Coordinator

Prof. K. VISWESWARA RAO
Director



**CENTRE FOR DISTANCE AND ONLINE EDUCATION
ANDHRA UNIVERSITY**

**MBA (Hospital Admn.) Programme - III Year/IV Semester
Proforma for Project Proposal**

Regd. No. of the Candidate _____

Name and Address of the Candidate: _____

Mobile No. & email : _____

Title of the Project Report : _____

: _____

Name, Designation and Official
Address of the Project Guide : _____

_____ Mobile _____

Is the Guide an Academic Counselor of
MBA (Hospital Administration) Programme of SDE? : YES / NO

Experience of the Project Guide (in years) : Teaching _____ Executive _____

No. of students working under the
Guide for Project Report : _____

Signature of the Student

Signature of the Guide with Stamp

Date:

Date:

Note: Enclose the Synopsis of the Project and Bio-data of the Project Guide

(For Office Use only)

Synopsis	Supervisor
Approved	Approved
Not Approved	Not approved

Signature of the Course Coordinator