



Visvesvaraya Technological University

"Jnana Sangama" Belagavi-590018, Karnataka State, India

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Ref: VTU/Aca/A-9/2019-20/ 1518

Dated: - 4 AUG 2020

CIRCULAR

Subject: Organization Study for MBA students regarding...

Reference: BOS MBA Proceedings dated 22.07.2020

To take the precautionary measures to contain the spread of Covid-19, the following guidelines are suggested by the MBA Board of Studies to complete the **Organization Study (18MBA307)** before the start of the III semester -

1. Students are permitted to do their organization study digitally or from home.
2. Student can choose the organizations/companies which are:
 - a. Listed and traded regularly in Indian stock exchanges
 - b. Family-owned enterprises
 - c. Any other for-profit organizations.
3. The criteria for selection of a company for Organization Study is-
 - a. It should be a limited company form of organization.
 - b. It should have a minimum of 50 permanent employees/workers on its payroll.
 - c. Its preceding 3-years' average turnover should be at least Rs.10 crore.
 - d. Required data for the Organization Study should be available on its website.
 - e. Its financial statements for a minimum period of five years should be available.
4. There is no need to produce either the Consent/Approval/Permission of the company to conduct the organization study or the 'Organization Study Completion Certificate' from the company.
5. The selection of the company by the student should be approved by the faculty guide/head of the department.
6. Organization Study should be carried out from 5.8.2020 to 30.8.2020.
7. Organization Study Report should be submitted to the Department on or before 16.9.2020.
8. Students are required to report his/her progress to the faculty guide as per the enclosed format of the Weekly Progress Report (Annexure-I). Weekly Progress Reports should be enclosed in the Report of Organization Study as an annexure.
9. The viva-voce examination may be conducted between 21.9.2020 and 30.9.2020(Internally).

10. Online Viva-voce examination may be permitted using a suitable digital mode. One consolidated CD containing the entire viva-voce video conference proceedings should be submitted to the University along with viva-voce marks.
11. Organisation Study Report should comprise a minimum of 40 pages and a maximum of 50 pages.
12. Student need to add following **disclaimer** in their **declaration certificate**
13. The format of the Students Declaration may be circulated to all students concerned.

Encl: As mentioned above

Sd/-
REGISTRAR

To,

1. The Principals of constituent and all affiliated Engineering Colleges under the ambit of VTU Belagavi.
2. The Chairpersons of all Departments, Centres for PG Studies in Belagavi, Kalaburgi, Muddenahalli, and Mysore.

Copy to.

1. To the Hon'ble Vice-Chancellor through the secretary to VC, VTU Belagavi for information
2. The Registrar (Evaluation), VTU Belagavi for information.
3. The Regional Directors (I/c) of all the regional offices of VTU for circulation.
4. The Special Officer CNC VTU Belagavi for uploading on VTU website
5. PS to Registrar VTU Belagavi
6. All the concerned Special Officer/s and Caseworker/s of the academic section, VTU, Belagavi

07.8.2020
REGISTRAR

DECLARATION

I hereby declare that this Organisation Study conducted at _____
_____ is record of independent work carried out by me under the guidance of
_____ and external guidance by _____.

I also declare that this organisation study is towards the partial of the university regulation for the award of degree of **Master of Business Administration by Visvesvaraya Technological University, Belagavi.**

I have undergone an organisation study for a period of four weeks. I further declare that this organisation study is based on the original study undertaken by me and not been submitted for the award of any degree from any other University/Institution.

Disclaimer

The enclosed document is the outcome of a student academic assignment, and does-not represent the opinions/views of the University or the institution or the department or any other individuals referenced or acknowledged within the document. The data and information studied and presented in this report have been accessed in good faith from secondary sources/web sources/ public domain, including the organisation's website, solely & exclusively for academic purposes, without any consent/permission, express or implied, from the organisation concerned. The author makes no representation of any kind regarding the accuracy, adequacy, validity, reliability, availability or completeness of any data/information herein contained.

Place:
Date:

Signature of Student signature
USN:

Annexure-I

Format of Weekly Progress Report (1-4)

Student Name	
USN	
Title of the Study	
Organization	
Duration (Week Start & End Date)	
Chapters Covered (during the week)	
Descriptions of activities performed during the week	

Date:

Signature of Student

"Reviewed"

**Signature of Internal Guide
With date**