Sikkim Manipal University – Directorate of Distance Education

Department of Management Studies

MBA Project Synopsis Submission

Frequently Asked Questions (FAQs)

1. **How do students submit project synopsis for approval?**

   Project Synopsis is to be submitted for approval only through student's EduNxt login.

2. **Who can be a project Guide?**

   An individual who satisfies the conditions laid out by the University may be a project guide. The individual may be associated with the Learning Centre (LC) or with any Organization/ Institute/ College/ University.

3. **What is process of guide registration?**

   *Guide Registration is a onetime activity. While submitting the synopsis in EduNxt, students have to provide the details of the new guide. University will scrutinise and will approve the guide. A new guide will be given a "**Guide Registration Number**" by the University.*

   *A guide who has a **registration number** should provide the same to the students who require his/ her services.*

4. **Do the guides have to get registered every drive?**

   *Once guide is approved and given a **guide registration number**, it will serve the purpose in future too.*

5. **Can the guide details be sent through mail?**

   No.
   Students should provide the guide details only in EduNxt while submitting the Synopsis.

6. **What should a student do if his/her proposed guide is not approved by the University?**

Students should look for someone who satisfies the terms and conditions laid down by the University to be a guide.

7. What is the role of the LC in identifying the Project Guides?

Role of the LC is to facilitate their students in identifying project Guides.

8. Is it necessary to submit degree certificate for Guide approval? Can one submit his/ her provisional certificate?

For approval, students should submit the highest Qualification Credentials of the guide as per the terms and conditions. This may be either the Degree or Provisional certificate.

9. Is it necessary to provide experience certificate for Guide approval?

In the absence of experience certification the guide should give a self-declaration in EduNxt.

10. What are the dates for submissions of Synopsis?

*MBA Students **who are appearing for final semester Project Viva-voce Examination** in **March/ Apr-2015** should submit the synopsis before 31st October 2014.*

11. What are the terms and conditions to become a guide?

Qualification of a Guide:

- *Post-Graduation (preferably MBA) with specialization in appropriate area.*
- *The guide should have a minimum of 2 years of Industry/ Teaching experience.*

Role of a Guide:

- *As a guide you are expected to offer suggestions to fine tune the problem identified and in synopsis preparation. The problem identified should be sufficient enough for a study at MBA level.*
- *The guide has to monitor and review the project work periodically with a minimum two reviews during the course of the project. Review report needs to be prepared.*
- *The guide has to go through the draft project report and offer suggestions wherever necessary and to confirm that the project report is submitted as per the prescribed format.*

- *The guide has to send the Internal Assessment (IA) mark for the students whom he/she was guiding for the session, to the LC to which the student is attached. This is to be sent along with the signed final Project Report for submission.*
- *In a given session a guide can supervise a maximum of 20 projects.*

12. What if the synopsis is submitted after the last date?

It will be evaluated only for the subsequent examination cycle.

13. Where can students get guidelines for project synopsis and project report preparation?

The guidelines for project synopsis submission and project report preparation are available:
  (i) under 'User Manual' section in EduNxt login of students
  (ii) under 'Announcement' section in EduNxt login of students
  (iii) under 'my zone' section in EduNxt - LC login
  (iv) at Learning Centers