

Guidelines for Preparation and Submission of GCR (2830003) for Sem-IV

Ref no: GTU/GCSR/report_sem4/ 3746 /2012

Date: 26/04/2012

The guidelines for submission of Global Country Study Report at the end of semester IV,

Guidelines for Students:

Each Group should prepare one report of 40-50 pages, divided in two parts.

Part I:- The summary of work done in Sem-III (around 20 to 25 pages): Demographic Profile, General Economic & Industries overviews, General overview of Trade and Commerce, Overview Different economic sectors of selected country , Legal aspects of trade in selected country, Present Trade Relations with India / Gujarat, Import- Export, Business Volume of different products, Investment etc.

OR

Sector / Industry /Company Analysis

OR

PESTEL Analysis

OR

SWOT Analysis

Part-II : Summary of work done in Sem-IV (around 20 to 25 pages): Analysis of particular industry/sector/company of selected country, present relationship with Indian trade and commerce, investment, import-export. Identification of possibilities/ new opportunities of business (trade, manufacturing, import, export, investment etc) with that country. Problems & Prospects of business/trade with the selected country. Findings / conclusions of the Study and Strategic Suggestions for Trade and Commerce by / in India or Gujarat.

If any group has prepared a report having more than 25 pages in semester III or Semester – IV, then the students should submit summarize report of 20 to 25 pages as a part of summary to their institute. It means, the student should submit the summary along with the main report at the end of that report. If the students have prepared main report of 20 to 25 pages, then they need not prepare the summarized form of the same.

Guidelines for Institutions:

After submission of the reports by the students, the Institute will prepare country wise one combined report (around 125 to 150 pages) combining the summary/conclusions of all the reports related one country and upload on GTU portal (in PDF).

For Example, ten groups of six students each, have studied ten different industries / sectors / companies of a particular country, then each group will prepare one report of around 40 to 50 pages (including work done in Sem-III and Sem-IV).

All the MBA colleges must upload the GCSR final report (Sem-4 report) from 30/04/2012 to 07/05/2012.

The faculty guides have to check the plagiarism (by using online plagiarism software-free-ware) and ensure that the level of plagiarism is within the acceptable limit (30%). The students are required to give due acknowledgement of source of information at the end of information presented in report.

All the reports will be checked against plagiarism by GTU. The allowable content is 30%. Any sources taken must be referenced properly either at footnote or in Bibliography.

The report can be uploaded using following link:

<http://210.212.155.249:8080/uploadmaterial/>

Choose “Sem 4” from the option list to upload your report to the given web link. Please do not send any CDs as a part of submission. It is compulsory to upload the report on the given link.

The format of the report must be in PDF.

Since this is group report, the colleges can submit details of students’ enrolment no. , names, title of topic (group wise) in separate excel workbook and uploaded using the same link.

PLEASE INCLUDE ALL THE DETAIL IN ONE EXCEL WORKBOOK DO NOT ATTACH SAPERATE WORKBOOKS.

Institute do not required to use student name and enrollment number in the report title page since you are attaching separate excel work book with the student information.

The model guidelines given for preparation of GCR by GTU are model guiding principles for the students and faculty guides. However, the minor changes like font size, lining space, paragraphs and structure of the report may vary according to the necessity of the topic.

The evaluation of GCR will be based on the individual report prepared by the group and the performance of each student in the presentation/viva-voce.

To pass in GCR, a student is require to obtain minimum 50% marks in both the external as well as internal evaluations, out of total 140 and 60 Marks respectively

Criteria for External Evaluation of GCR at the End of Sem-IV

Evaluation Weightage	Internal 30%	External 70%	Total 100%
<p align="center">Part-I (work done in Sem-III)</p> <p>Demographic Profile, General Economic & Industries overviews, General overview of Trade and Commerce, Overview Different economic sectors of selected country, Legal aspects of trade in that country, Present Trade Relations of India / Gujarat with that country, Import- Export, Business Volume of different products, Investment etc. OR Sector / Industry /Company Analysis OR PESTEL Analysis OR SWOT Analysis</p>	15	35	50
<p align="center">Part – II (work done in Sem-IV)</p> <p>Analysis of particular industry/sector/company of selected country, present relationship with Indian trade and commerce, investment, import-export. Identification of possibilities/ new opportunities of business (import, export, investment etc) with that country. Problems & Prospects of business/trade with the selected country. Findings / conclusions of the Study and / OR Strategic Suggestions for Trade and Business by / in India or Gujarat.</p>	21	49	70
Presentations/ Viva-Voce	24	56	80
Total Marks	60	140	200

The format of the report is enclosed.

REVISED SPECIFICATIONS FOR COMPREHENSIVE REPORT

Sr. No	Particulars	Specification
1.	Paper Size	A4
2.	Margins	1” (1 Inch) on all four sides
3.	Line Spacing	1.5 Lines
4.	Spacing between Paragraph	Double Lines (only when paragraph is to be separated)
5.	Page Nos.	At bottom- Centre
6.	Font Type	Arial / Times New Roman
7.	Font Size (FS)	For Normal 12
8.	Bold/Italic/Underline	Can be used at your discretion
9.	Alignment	Justified
10.	Heading	Upper Case, Bold, Centre, FS-14
11.	Subheading	Bold, Left Aligned, FS-12, Colon (:) not required
12.	Tables/ Graphs/ Diagrams	Title, Nos and Source
13.	Word Breaking	No word breaking
14.	Chapter Name	On Separate Page- Before the start of every chapter. Alignment Centre of the page No Page Number on it.

		On the next page start with the content of the chapter without repeating its title.
15.	Title Page	As specified in the format. No pictures on the title page
17.	Report Binding	Hard or Spiral Binding.
18.	Number of Copies	1 Copy for Faculty Guide 1 Copy for Student (Separate individual copy preferable) 1 Copy for Institute's Library (<i>as per institute's requirement</i>) (combined copy in the case of group)
19.	Number of Pages of the Complete report	One Report prepared by one Group Should have around 40 to 50 pages (Total report including the contents / work combined of Sem-III and Sem-IV, semester wise segregation of work done in Sem-III in Part-I and Sem-IV work in Part II should be made) The Institute will make the combine report of summery of all the reports related to one country of 125 to 150 pages i.e. one report for one country and upload on GTU portal.
20.	Referencing Style	APA or MLA (at the end of report)
21.	Soft copy of the project	Students must also submit the soft copy of the project to respective faculty guide in pdf format. Name the pdf file with your enrollment number only. File name should be Numeric only.
22.	Institute's Responsibility	<ul style="list-style-type: none"> • To retain the student's final soft and hard copy. • To combine all the reports of one country and prepare one report for one country in <i>pdf format</i> and make a consolidated CD. • Name the CD as: Center Code, Institute Name, Comprehensive Projects, Batch, and Year.

Format of the Report

A

GLOBAL / COUNTRY STUDY AND REPORT

ON

“ _____ ”

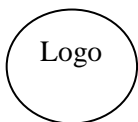
Submitted to
Gujarat Technological University

*IN PARTIAL FULFILLMENT OF THE
REQUIREMENT OF THE AWARD FOR THE DEGREE OF
MASTER OF BUSINESS ADMINISTRATION*

UNDER THE GUIDANCE OF

Faculty Guide
Name and Designation

Submitted by
(STUDENT NAME)
[Batch : 2010-12, Enrollment No.:_____]
MBA SEMESTER III/IV



Institute's Name
MBA PROGRAMME
Affiliated to Gujarat Technological University Ahmedabad
Month, Year

Students' Declaration
(On separate page)
(For Hard Copy only to be submitted to Institute)

We, _____, hereby declare that the report for Global/ Country Study Report entitled “ _____ **in** **(Name of the country)** is a result of our own work and our indebtedness to other work publications, references, if any, have been duly acknowledged.

Place :

(Signature)

Date :

(Name of Student)

Institute's Certificate
(On separate page)
(For Hard Copy only to be submitted to Institute)

“Certified that this Global /Country Study and Report Titled “.....
.....” is the bonafide work of Mr./ Ms.....
(Enrollment No.....), who carried out the research under my supervision. I also certify further, that to the best of my knowledge the work reported herein does not form part of any other project report or dissertation on the basis of which a degree or award was conferred on an earlier occasion on this or any other candidate.

Signature of the Faculty Guide
(Name and Designation of Guide)

(Certificate is to be countersigned by the Director/HoD)

PREFACE
(SEPARATE PAGE)

ACKNOWLEDGEMENT
(SEPARATE PAGE)

LIST OF TABLES*/GRAPHS*/DIAGRAMS*

(SEPARATE PAGE)*

(For Hard Copy only to be submitted to Institute)

SR. NO.	PARTICULARS	TABLE NOS.	PAGE NOS.

FORMAT FOR TABLES/GRAPHS/DIAGRAMS

(AS TO BE WRITTEN IN THE REPORT)

(For Hard Copy only to be submitted to Institute)

TABLE TITLE

TABLE NO.

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- TABLE OF CONTENTS
- LIST OF TABLES
- LIST OF FIGURES
- LIST OF SYMBOLS, ABBREVIATIONS OR NOMENCLATURE (OPTIONAL)
- ABSTRACT / EXECUTIVE SUMMARY
- CHAPTERS
- APPENDICES / ANNEXURES
- REFERENCES / BIBLIOGRAPHY

General Model Format or GSR Project
(For combine Report to be submitted by Institute to GTU)

SR. NO.	PARTICULARS	Total No. of Pages.	Semester
	TITLE PAGE OF REPORT		
	PART – I ECONOMIC OVERVIEW OF THE SELECTED COUNTRY		III
1	<ul style="list-style-type: none"> ○ Demographic Profile of the Country ○ Economic Overview of the Country ○ Overview of Industries Trade and Commerce ○ Overview Different economic sectors of selected country ○ Overviews of Business and Trade at International Level ○ Present Trade Relations and Business Volume of different products with India / Gujarat ○ PESTEL Analysis OR SWOT Analysis 	15 to 20 pages	III
	PART – II INDUSTRY / SECTOR / COMPANY SPECIFIC STUDY		IV
2	<ul style="list-style-type: none"> ○ Introduction of the selected Company / Industry / Sector and its role in the economy of specified country. ○ Structure, Functions and Business Activities of selected Industry / Sector / Company 	10 to 15	IV
2	<ul style="list-style-type: none"> ○ Comparative Position of selected 	10 to 15	IV

	Industry / Sector / Specific Company / Product with India and Gujarat ○ Present Position and Trend of Business (import / export) with India / Gujarat during last 3 to 5 years		
	○ Policies and Norms of selected country for selected Industry/company for import / export including licensing / permission, taxation etc ○ Policies and Norms of India for Import or export to the selected country including licensing / permission, taxation etc ○ Present Trade barriers for import / Export of selected goods(if any)	10 to 15	IV
3	○ Potential for import / export in India / Gujarat Market ○ Business Opportunities in future ○ Conclusions and Suggestions	5 to 10	IV

(No. of pages suggested above are a part of model guidelines & they may increase / decrease, depending on the scope of the research work and guidance of faculty guide)

- Annexure
- Bibliography

Frequently Asked Questions (FAQs)

FAQs related to Global / Country Study and Report (GCR)

1	How many students can undertake Global / Country Study Report in a Group?
Ans	There should be a group of six students only for one project report. However, considering the indispensability of the institute, in exceptional case the institute may allow a group of less students in for one project.
2	Is it mandatory to select any organization / company for of foreign country for GCR?
Ans	Yes, the group of students must select any organisation or company or Industry or Sector of foreign country and study the details of that country and find out the existing business and future business potential of that industry/company/sector with India / Gujarat.
3	Upto what level or part of the GCR work the students are supposed to complete by the end of Sem- III?
Ans	The students have to select the country and study about the overview of that country including, demographic analysis, overview of economy, shares of different sector in the economy, overview of political situation, present domestic and international trade situation, trade policies, tax policies, present trade (import and export) with India. OR PESTEL Analysis. The students have to complete the work as per the schedule suggested by the faculty guide.
4	How the GCR work will be evaluated at the end of Sem-III?
Ans	There will be Performance Evaluation Committee constituted at the Institute headed by Director/Principal/HoD. Two senior faculty members and faculty guide will be the members of Evaluation Committee. The committee will review the performance of the work done by the students at the end of the semester-III, as per the schedule / date suggested by the GTU.
5	What information about GCR is required to submit to GTU at the end of Sem-III?
Ans	The performance report of the students in prescribed format, along with internal marks of the GCR allotted by the Evaluation Committee are to be submitted to the GTU in hard copy. The Institutes are required to submit the internal marks to GTU through its online portal.
6	What marks does GCR carry in Sem.-III and Sem-IV?
Ans	In Sem-III, there will be internal Evaluation of GCR work by Evaluation Committee and will have weightate of 50 marks, which will be the part of continuous evaluation and not counted in SPI/CPI. In semester IV, the Evaluation of GCR will be made by the GTU panel comprising of External Examiner as well as Internal Examiner. The final evaluation will have weightage of 200 Marks divided proportionately as 70:30 and will be counted in CPI/SPI.
7	What work the students are supposed to undertake in Sem. IV related to GCR?
Ans	In Sem-IV, the students have to select any company, industry, sector or organisation of selected foreign country and study that sector in details. The students should undertake INDUSTRY ANALYSIS / SWOT ANALYSIS / PESTEL

ANALYSIS of one or more sector /industry/ company of the selected country and find out the possibility of trade/commerce, investment or collaboration of India / Gujarat with that country. The potential of business with foreign country must be based on the supportive authentic information/data, or project report.

Since there will be atleast 10 Groups (for 60 students intake) from each class which might have selected one country and therefore, the faculty guides will allot one or more organizations/ industry / sectors to one group for study. For example, one group will study one or more sectors tourism, textile, chemical industry OR one or more industries of that country and another group/s will study another sectors or companies in details. After making detailed analysis, all groups will find out possibilities of trade and commerce with that country. Thus all ten group will prepare detailed report of the country and find out possibilities / potentials of trade and business with India/Gujarat. The group of 6 students may be subdivided for specific task by the faculty guide for methodical and effective work.