

Project Manual Project-1

Nature of the Course: Generic Core Course Code: T2804 Credits: 4

Level: 3

Project Objective:

With the objective to engage students in Project based experiential learning (PBL), Students in their second semester will be exposed to projects through hands on experience that will give them an opportunity to broaden their knowledge and sharpen their skills through real world experiences beyond the classroom. The Projects will be applicable from 2020-23 batch onwards as a compulsory component in the curriculum. Under the Project Based Learning, the students will undertake projects and experientially learn detailed information / knowledge about the related topic/ subject under the guidance of a faculty supervisor.

Project Learning Outcome:

On completion of the project, the student would be able to:

1. Apply theoretical knowledge in understanding / probing/solving a real problem/issue
2. Develop skills for undertaking robust research for senior semesters
3. Write and present the findings of their study by way of a project report. Overview of the Project work process:

The Project will be of 240 hours of experiential learning (as per SIU Guideline) that will be undertaken by the student in their 2nd semester break. Marks for the project will be reflected in the 4th semester grade sheet.

The following is an outline of the process:

1. Selection of a topic for the Project:

Selection of a topic for the project is an important step towards the successful completion of the Project. The following guidelines will help the students in the identification of a suitable project:

* + The student may choose a topic in any area of management. They may even choose an interdisciplinary topic. The topic can also relate to any specific organization or a business sector or an industry.
  + The topic has to be well defined. The student under the guidance of the faculty has to ensure that the topic is feasible and relevant to the area under study.
  + The topic chosen for the Project-1 can be continued for Project -2 in subsequent semester, as an extended research study in terms of the period or research objectives.
  + On finalization of the topic of the Project, the student has to submit a project proposal form duly filled in to their faculty supervisor (See Annexure –A for format)
  + A proposal once submitted by the student cannot be revised unless the reason for change of the topic is warranted by the faculty Supervisor.

1. A Project can be taken by a student individually or by a group (maximum 3 students). However, in case of a group-based project, the number of students doing the project in the group should justify their contribution in the project with respect to the scope, quality and the overall content of the project. The same will be judged during assessment.  **Also, if students wish to work in a group, they have to form a group of 3 students who are working under the same Faculty Supervisor.**

1. Formulating the Objectives and Scope:

After selection of the topic, the student is required to articulate the objectives for the project. The objectives need to be brief and relevant to the title of the project and its expected outcomes. The scope determines the context of the project and its boundaries. It outlines what the project covers and what it does not cover.

1. Data Collection Method: As the Project is based on experiential learning, the student must undertake the study by engaging in contextual experiences. The student may visit the organization(s) or conduct a survey/interviews and collect primary information. They can also draw from the available records of the organization or explore online resources. They can also reflect and record on the observations made in the course of the visits. The project must be based on Primary study only.
2. Conduction of the Project:
   * Every student will be assigned a faculty mentor to guide and supervise their project till completion and evaluation. Student to meet their faculty supervisors during the course of the project at regular intervals for guidance. At least three such meetings with the faculty must be recorded along with date and time.
   * Visits to the organization/field must be recorded with date and time.
   * The project report must be of at least 3000 -4500 words typewritten and structured in the manner as given below. The Project report must be submitted to the faculty supervisor both in hard and soft copy. (For format refer to: Annexure B, C, D & E).
3. Project evaluation:

The Project will be for 100 marks internally evaluated. The Project work will carry 60 marks and the Viva-voce will carry 40 marks. The Viva Voce will be done by a panel of two faculty including faculty supervisor.

Evaluation parameters (Report): 60 marks \*

* + Compliance to the Project report guidelines & timelines: 10 marks
  + Clarity of the objectives, scope and coverage of the study: 10 marks
  + Rationale of the Study: 10 marks
  + Method of the Study: 10 marks
  + Data collected and interpretation of data: 10 marks
  + Achievement of Project objectives: 10 marks

\*in case of a group-based project, the number of students doing the project in the group should justify their contribution in the project with respect to the scope, quality and the overall content of the project

Evaluation parameters (Presentation and Viva): 40 marks

* + Understanding of the Project-10 marks
  + Presentation of the findings- 10 marks
  + Communication skills- 10 marks
  + Understanding of Data Analysis used-10 marks



Annexure A Project-1

Project Proposal Form

This is to inform that title of the Project-1 that I will be undertaking Under the guidance of Dr/ Prof. \_\_\_

is “

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Name of the student: Name of the Faculty Supervisor

Batch Designation:

PRN NO: Signature of the faculty

Signature of the Student

Annexure B

Project Report Format

Sections of the Project Report:

* Title page: The Title of the study along with student name, batch, PRN No. Faculty Supervisor Name
* Acknowledgements
* Certificate by the student (As per Annexure C)
* Certificate by the Faculty (As per Annexure D)
* Executive Summary
* Table of contents (Sub section with page numbers)
* Main text
  + Introduction to the study
  + Rationale of the study
  + Objective of the study
  + Method Used for the study
  + Data Analysis and Interpretation
  + Findings and Conclusion
  + Bibliography
  + Appendices Formatting Guidelines:
    - The report should be typed on both the sides. Whole of the report (except the cover and title

page) should be typed in Times New Roman font size of 12, justified and a line spacing of 1.5 left, Margin 3 cm, Right margin 2 cm. Top margin 2.5 cm and Bottom margin 3.5 cm to be maintained. Each chapter should start at a fresh page with a heading of a chapter and pages must be numbered.

* + - Caption of figure and table should be provided at the bottom of the table and diagram. Captions should be italicized and should be at the center. Figure and table numbers should be in tune with the chapter numbers (e.g. the first figure of the chapter I should be numbered as Fig.1.1, first figure of chapter II should be numbered as Fig. 2.1 and so on.

Bibliography:

All the material referred for the project must be cited.

Ethical conduct in Research:

The work undertaken by the student must adhere to ethical standards. Students should not be engaging in Plagiarism, fabrication or falsification of information. Plagiarism is passing off another person’s work as one’s own, i.e., reusing text, results, or creative expression without explicitly acknowledging or referencing the original author or publication. Appropriate credit is to be given to another person's ideas, processes where ever adopted. Due consent has to be taken for procuring information through questionnaires or surveys. Student is required to run a plagiarism test for report in Turnitin software only and it is to be submitted along with report.

Annexure C

Format for the Hardbound Cover A

Project On

“Title of the Project”

(Times New Roman, Bold, Font size 18 & 1.5 Line spacing) Submitted towards the completion of the Course „Project-1‟, Semester IV

Of

Bachelors of Business Administration (Font Size 16)

Of

Symbiosis Centre for Management Studies, Pune



Batch 2021-24

(Font Size “16‟)

Under the Supervision of Name of the Guide and Designation

Submitted by Name of the student

PRN NO………….

DECLARATION BY THE STUDENT

(Annexure D)

I the undersigned solemnly declare that the report of the project work entitled <Name of the Project>, is based on my own work carried out under the supervision of <Name of the guide/s>

I assert that the statements made and conclusions drawn are an outcome of the project work. I further declare that to the best of my knowledge and belief that the project is not a copy or an adaptation/ improvisation of the existing project. Due mention has been made of various work which has been referred to in this study and required permissions has been taken for the same. This Project report is being submitted towards fulfillment of the course Project 1

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(Signature of the Student) Name of the Student

Roll No.: PRN No.

Batch

CERTIFICATE BY FACULTY SUPERVISOR

((Annexure E)

This to certify that the report of the project submitted is the outcome of the experiential project work entitled <Title of the project> carried out by <Name of the student>bearing Roll No.… of Batch under my guidance and supervision for the fulfillment of the Course- Project 1.

To the best of my knowledge, the report:

1. Embodies the work of the candidate him/herself,
2. Has duly been completed,
3. Is up to the desired standard for the purpose of which it is submitted.

(Signature of the Faculty)

Name:

Designation: