PROJECT WORK : Guidelines

1. Project Based Learning *is the application of the comprehensive methodology to inculcate the spirit of strategizing industry operations in a real-time environment*

2. The project work aims to *foster students with an opportunity to develop conceptual, analytical, communication and interpersonal skills.*

3. Selection of Project work Topic
 The choice of topic for the project work and the approach to be adopted needs to be based on the field of specialization.
 It is important to distinguish between 'project work topic' and 'project work title'. The topic is the specific area that you wish to investigate. The title may not be decided until the project work has been written so as to reflect its content properly.

4. The project topic should conform to the following:
 Relevant to business or technology, defined broadly;
 Related to one or more of the subjects or areas of study within the core program and specialization;
 Clearly focused so as to facilitate in-depth study, subject to the availability of adequate sources of information and to your own knowledge;
 Of value and interest to you and your personal and professional development.

5. Planning the Project work
 Selecting an original and relevant topic for investigation.
 Establishing the precise focus of your study by deciding on the aims and objectives of the project work, formulating questions to be investigated, deciding the sampling techniques and statistical techniques to sum up the findings of the study. Consider very carefully what is worth investigating and its feasibility.
 Drawing up initial project work outlines considering the aims and objectives of the project work. Workout various stages of project work

6. Important instructions and information on Project Submission:
 The title of the project should not be more than **12 words in length**. The complete Project Work should be submitted in **15000-30000 words**. You are supposed to submit project work along with extended abstract and project guide resume simultaneously.
 You must be careful about Originality and Relevance of Project Topic to avoid Project Rejection at a later stage. Therefore, you are required to submit a plagiarism report acknowledging **85% originality**
 Project Guide must be Post Graduate with a minimum of 10 years of work experience
 Ensure to include signed & scanned copies of following essential certificates
From Project Guide: Certifying bonafides of project work carried out under his/her supervision
From a student: Certifying that submitted project work is an original piece of work and has not been submitted earlier
 You will receive an intimation through a registered email address, on successful uploading of project work report
 Viva Questions will be accessible after uploading Project Work.
 Project submission will be accepted only after the Project file is uploaded and Viva questions are answered
 Generally, it takes four to six weeks to complete the process of evaluation of project work.

Writing the Project Work:

- Please submit the extended abstract of the project work in **3000-5000 words.**
- **The extended abstract should case the following aspects:**

(a) The abstract for **500-1000 words**

An abstract is an overview or a brief summary of project work, which helps the reader to ascertain the purpose of carrying the project work. It acts as a stand-alone entity for the complete project work.

(b) The study hypotheses(null or alternative hypotheses, if applicable)

(c) Literature Review

Literature review(secondary sources) is the evaluation of substantive findings and theoretical and methodological contribution to a particular topic. It is a critical analysis of the previous research conducted in a particular area.

(d) Research methodology adopted

Research methodology is the implementation of methods or techniques to efficiently solve a research problem, which helps the reader to assess the validity and reliability of the study.

Research methodology constitutes of:

Research Design: Descriptive, Conclusive, Causal or Exploratory

Sampling Technique: Probability or Non-Probability

Data Collection: Tools used for data collection(for eg: questionnaire, survey, etc)

Data Preparation: Classification and Tabulation of data

Data Analysis: Hypotheses Testing

(e) Results(theoretical or empirical)

The findings of the study are to be summarized as:

Data interpretation: Interpret and elaborate findings of the research

Recommendation: Suggestions based on critical analysis of the results

(f) Implications of theory and practice

- The total size of the project document should not exceed 2MB. Portable document format (.pdf), Microsoft Word (.doc, .docx)
- Figures, graphs. Tables, Appendices and References should follow the **American Psychological Association (APA) Style guide, 6th edition.**
- Mention the **sources** of any images, tables, figures cited or presented
- Include a page header known as "running head at the top of every page
- Use Font: Times New Roman; Font size: **12**; Double-spaced; 1-inch (2.5cm) margin all around
- Use American spellings('program' not 'programme'; 'center' and not 'centre'
- Use "z" spellings instead of "s" spellings(recognize, organize, summarize)

7. Project Submission:

Complete Project submission includes three stages

(i)   Extended Abstract along with Guide Resume

(ii) Project Report Submission along with Plagiarism Report

(iii) Answer Viva Questions

8. Viva Submission:

⬜ Viva Questions will include 5 descriptive questions related to your specific project.

⬜ Viva questions are mandatory for the final project submission.

9. Evaluation Scheme:

Project Report *70*
Viva *30*
TOTAL of *100*

IMPORTANT NOTE

Students must submit all Project Components (Extended Abstract, Guide Resume, Project Report, Plagiarism Report, and Viva Answers).

⬜ In case of incomplete details, students will be asked to **resubmit** all project documents which would lead to delinquency in Academic Completion and Extension Fee.

⬜ Plagiarism check would be conducted before evaluation, for all the Project Report submissions. If any report exceeds 15% plagiarism, the same would be rejected and the student will undergo the process of resubmission as per rules. the process of plagiarism checking, it will be rejected for resubmission.