# **Guidelines for writing R & D dissertation report to be submitted in Research Manuscript Format**

**Title of Dissertation**

A study on ……

**Abstract** (200-250 words)

- Purpose, Research Design, Findings, Practical implications, Limitations

An abstract is a short write-up that briefly and crisply conveys the essential information of the research work. It should highlight the need, objectives, methods, results, and conclusions of a research project. Although an abstract appears as the first section of a dissertation, it should be written last, that is writing the abstract should be done after completing all other sections, so as to summarize the essential information from those sections. The abstract should be concise and clear. Readers do not expect the abstract to have the same sentence structure flow of a paper. Rather, the abstract's wording should be very direct.

**1. Introduction -** (2-3 pages)

Overall Scenario Macro to Micro, Statistics with source, Need / Rationale of the study, Purpose of the study, Explain - What , Why and How for the project selected, Research Gap identified, Research Question.

* Introduce the topic.
* Discuss various issues/problems.
* Write about the problems you would like to address in research paper.
* Write about how important it is to address the problem being addressed in research paper.
* Write objectives of the study- Objectives should reflect the desired outcomes or deliverables of the project. The objective statement should be brief and focused as to what do you want to do in the given project time span. It should be given in bullet points and could be a maximum of one or two objective statements.
* Write research questions
* Define Hypothesis (if any)
* Write about structure of the paper
* (There should be proper link between research gap, problem statement, objectives of the study, research questions, and Hypothesis)

**2. Conceptual Model/framework**

1. **Theoretical background and Related work (2-3 pages)**

A literature review is designed to identify related research theoretical background, to set the current research project within a conceptual and theoretical context. Show why your research needs to be carried out,

* How you came to choose certain methodologies or theories to work with,
* How your work adds to the research already carried out, etc.
* Sources to be accessed: It is from secondary (already published) sources of data like research/project reports, dissertations, theses, whitepaper, and Journal/Magazine articles, Case studies etc. Review of Literature gives the researcher three important directions.
* To access research papers and online databases you have to access SIU library portal.
* [**https://siu.edu.in/library.php**](https://siu.edu.in/library.php)
* [**http://symbiosis-koha.informindia.co.in/**](http://symbiosis-koha.informindia.co.in/)

(Login credentials will be provided by SCIT library.)

**Note: No Wikipedia or Google references allowed**

* This section should review all important literature related to topic of your research study
* Recent and seminal work in area of research topic must be included review of literature
* Identify gap on the basis of literature and put forth very clearly
* Hypotheses development

## 4. Research Design/Method

Research Design used to accomplish the objectives. It usually contains the write-up about the questionnaire development, scales used , data collection methods, selection of sample, statistical tools used etc. It encompasses the various processes, activities or tasks undertaken in the research.

**5. Data Analysis- Proposed solution / Method / Work / Framework (about 3 pages)**

This is main section of your paper. It should be original work and not published before in any conference or journal. In this section you should discuss proposed method/ technique/framework to address research problem in detail. Carry out data analysis, do hypothesis testing

**6. Results** **and Discussion**

This section should talk about results of data analysis and compare it with the existing literature and discuss how results of proposed method technique are better than the existing methods techniques.

**7. Implications- Theoretical and Managerial**

**8. Limitations and future research directions**

***References***

References ( should refer minimum 30-40 Papers)

Provide list of literature in APA/IEEE style

***Note- Total word limit 8000 to 10000 excluding references, Abstract and keywords***

**Guidelines for Report Writing**

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| --- | --- | --- | --- |
| **Task to be completed** | **Description** | **Deadline** | **Marks** |
| Meeting respective faculty Mentor and R & D registration form to be submitted ( Mail will be sent by the Acad Cord.) | Finalize the title for the project.  R&D time slot plotted in the regular timetable.  Attendance will be man | Nov 18,2022 | - |
| Concept Note | 200-300 Words Abstract to be sent to Mentor | Nov 22,2022 | 5 marks |
| Introduction and Review of Literature | 30 research papers to be reviewed as per the topic to be studied and One to one presentation | Nov 29,2022 | 20 marks |
| Research Design | Data Collection , Data analysis | Dec 7 ,2022 | 20 marks |
| Complete Research Manuscript | Word document file with correct formatting and referencing as required by the journal. | Jan 18,2023 | 25 marks |
| Research Manuscript communication to journal/ Present paper in conference | Identify journal/conference, camera ready paper. Communication Email proof essential.  Note: Faculty will be the co-author | Jan 25,2023 | 10 marks |
| Presentation and Viva |  | Mar 1 and 2 ,2023 | 20 marks |

* Above points are indicative. Changes can be done by the faculty mentor.
* The final paper for R & D (Soft) should be submitted before Jan 25, 2023. Softcopy submitted should be word document.

**Plagiarism:**

1. Similarity index less than 10% allowed.
2. Approval of Academic Integrity Committee, SCIT mandatory.
3. Symbiosis Centre for Information Technology forbids any form of plagiarism under the purview of the definition of plagiarism (Harvard University Guide to Resources; <http://isites.harvard.edu/icb/icb.do?keyword=k70847&pageid=icb.page342054>) which includes

o   deliberately copying the work of another student;

o   copying directly from any published work without using quotation marks;

o   failing to acknowledge sources used in submitted assignments with proper citation methods;

o   re-submitting an assignment used in one course as an original piece of work for another course.

o   More than one students submitting the same assignment as their own

Evidence of plagiarism if found and proved in any form as stated above in any type of published work (internship/dissertation/report/assignment/mini-project etc) will be dealt with strict disciplinary action in concordance with the appropriate SIU guidelines.

**Header Page for Final R & D Report**



R & D Title

By

PR No.

Student Name

MBA-ITBM Batch (year)

Symbiosis Centre for Information Technology

(a constituent member of SIU Established under section 3 of the UGC Act 1956   
vide notification No. F.9-12/2001-U.3 of the Government of India)

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**Certificate**

This is to certify that the R&D dissertation entitled \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*as given in the cover & first sheet)* is a bonafide work done by **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**(*name as given in your academic records) & (Permanent Register Number)* of MBA (ITBM/DSDA*) 2019-21* in partial fulfillment of the requirements for the degree of Masters of Business Administration of this Institute.

## Internal Evaluator External Evaluator Director

Name & Signature Name & Signature

Date: *dd/mm/yyyy*

Place: Pune

Seal of the Institute