**Dissertation Guidelines**

**for**

 **Master of Business Administration**

**Alliance University**

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# General Guidelines

1. All students are advised to discuss and finalize their dissertation topic in consultation with their respective faculty guides.
2. During the duration of dissertation students are expected to be in continuous contact with their faculty guides either in person, e-mail or over phone to update the progress of their work. The contact between the student and the faculty guides will be at least once a week. Faculty will keep a record of such contacts and monitor the progress of the students under them.
3. Students must ensure that their university e-mail id and contact detail are available with the respective faculty guides.

# Schedule of Activities

Commencement of dissertation process: October **21, 2022**

|  |  |  |
| --- | --- | --- |
| **No.** | **Submissions**  | **Last Date** |
| 1 | Proposal  | **28-Oct-22** |
| 2 | First Fortnightly Report | **14-Nov-22** |
| 3 | Second Fortnightly Report | **28-Nov-22** |
| 4 | Draft Report | **12-Dec-22** |
| 5 | Final Report (hardbound) | **28-Dec-22** |
| Oral presentation & viva | **As per schedule from examination department** |

# Checklist for Dissertation

The following documents should be submitted during the dissertation:

1. Proposal
2. Fortnightly reports - 2
3. Draft report
4. Final report
5. Raw data sheet (Excel or SPSS format which should cover the entire samples in soft copy).
6. Statistical analysis results (Excel or SPSS output format).
7. Questionnaire to be approved by faculty guide before administering
8. Filled-in questionnaire (Soft copy or Hard copy)
9. Similarity Index Report

# Similarity Index Report[[1]](#footnote-1)

Penalties in case of plagiarism in submission of thesis and dissertations:

**Level 0: Similarities upto 10% :** Minor similarities, no penalty.

**Level 1: Similarities above 10% to 40% :** Such student shall be asked to submit a revised script within a stipulated time period not exceeding 6 months.

**Level 2: Similarities above 40% to 60% :** Such student shall be debarred from submitting a revised script for a period of one year.

**Level 3: Similarities above 60% :** Such student registration for that programme shall be cancelled

**Note 1: Penalty on repeated plagiarism**

* Such student shall be punished for the plagiarism of one level higher than the previous level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative.

**Note 2: Penalty in case where the degree/credit has already been obtained**

* If plagiarism is proved on a date later than the date of award of degree or credit as the case may be then his/her degree or credit shall be put in abeyance for a period recommended by the IAIP and approved by the head of the institution

# Dissertation Evaluation

**5.1 Dissertation Assessment Components:**

|  |  |
| --- | --- |
| Proposal  | 20 marks  |
| Fortnightly Reports [2 reports @ 10 Marks]  | 20 marks |
| Final Report  | 30 marks |
| Oral Presentation & viva | 30 marks |
| **TOTAL**  | **100 marks** |

**5.1.1 Specific Components for Final Report Evaluation** :

|  |  |
| --- | --- |
| Introduction | 6 marks  |
| Literature Review  | 6 marks |
| Research Methodology | 6 marks |
| Results and Discussions | 6 marks |
| Recommendations and Conclusions | 6 marks |
| **TOTAL**  | **30 marks** |

**5.1.2 Specific Components for Oral Presentations**:

|  |  |
| --- | --- |
| Introduction | 5 marks  |
| Research Methodology | 5 marks |
| Results and Discussions | 8 marks |
| Recommendations and Conclusions | 8 marks |
| Question & Answers  | 4 marks |
| **TOTAL**  | **30 marks** |

# Guidelines for Preparation of Proposal

6.1 Proposal should not exceed **1500** words

6.2 Content of the proposal:

1. Introduction (Includes Research Motivation)

(b) Problem Definition (Includes Research Objectives & Hypotheses)

(c) Research Methodology (Includes Data Sources, Methods and Techniques of data collection and analysis)

(d) Expected outcomes

(e) References (APA Convention)

# Guidelines and Formats for Preparation of Fortnightly Report

**Header of Fortnightly Status Report for Dissertation Work**

**Sl.No…………. Date :…………………………… Reg.No……………………………. Name of the Student…………………………… Submitted to : ............................................................. (Faculty Guide)**

**Title of Dissertation Work:……………………………….............................................**

**Contents of Fortnightly Report 1 : Literature Review and proposed Methodology**

Details of literature review conducted :

Gap identified from literature review :

Objectives identified **:**

Work carried out during the fortnight:

    a. Books read :

    b. Research Papers / Articles read / downloaded / Databases used :

    c. Internet sources, if any :

    d. Visits to Institutions / Libraries / Companies, if any :

e. Designing of a questionnaire and administered, if any :

Description of the Methodology Proposed

**Contents of Fortnightly Report 2: Data collection, analysis, conclusion and managerial implications**

    a. Meeting with target group members, if any:

    b. Analysis of data collected :

 c . Tools used for data analysis :

Conclusion and Managerial Implications (Major Highlights)

# Guidelines for Preparation of Final Report

**Preamble**

In preparing the dissertation report utmost attention must be paid to the content ensuring that it meets the guidelines of academic integrity as stipulated in the academic honesty policy of the University. A standard format is equally important and is being prescribed to ensure uniformity in all the reports submitted.

**Organization of the Dissertation Report**

This report shall be presented in a number of chapters, starting with Introduction and ending with Conclusions. It shall be ensured that all the chapters will have a precise title reflecting the contents of the chapter. A chapter can be subdivided into sections, sub-sections and so on as to present the content discretely and with due emphasis.

**Chapter 1: Introduction**

The title of Chapter 1 shall be Introduction. It shall justify and highlight the problem posed, define the topic and explain the aim and scope of the work presented in the report. It may also highlight the objectives of the study.

**Chapter 2: Review of Literature**

This shall normally form Chapter 2 and shall present a critical appraisal of the previous work published in academic literature pertaining to the topic of the study.

Please make use of the library resources.

**Chapter 3: Research Methodology**

Due importance shall be given to research procedures adopted, techniques developed, methodologies developed and adopted. While important data and information normally be presented in the text of these chapters, copious details and tedious information, detailed results in tabular and graphical forms may be presented in Appendices. Representative data in table and figures may, however, be included in this chapter.

Figures and tables should be presented immediately following their first mention in the text. Short tables and figures (say, less than half the writing area of the page) should be presented within the text, while large table and figures may be presented on separate pages.

Equations should form separate lines with appropriate paragraph separation above and below the equation line, with equation numbers flushed to the right.

**Chapter 4: Results and Discussions**

This shall form the penultimate chapter of the report and shall include a thorough evaluation of the study carried out and bring out the contributions from the study. The results need to be discussed in the light of existing literature explaining clearly the “why” part of it.

**Chapter 5: Conclusions**

This will be the final chapter of the report. A brief report of the work carried out shall form the first part of the Chapter. Conclusions derived from the logical analysis presented in the Results and Discussions Chapter shall be presented and clearly enumerated highlighting each one of them separately. Scope for future work should be stated in the last part of the chapter.

**Appendix:**

Detailed information, lengthy derivations, etc. are to be presented in the separate appendices, which shall be numbered in Roman Capitals (e.g. “Appendix I”). Since reference can be drawn to published/unpublished literature in the appendices these should precede the “Literature Cited” section.

**Literature Cited (References):**

This should follow the Appendices, if any, otherwise the Conclusions chapter. The candidates shall follow the APA style of citation and style of listing. The references should be complete citing the names of all the authors along with their initials and the full title of the article/monogram/book etc. have to be given in addition to the journals/publishers, volume, number, pages(s) and year of publication. Citation from websites should include the names(s) of author(s) (including the initials), full title of the article, website reference and when last accessed.

# Procedure of Submission of the report

**The students are advised to submit non plagiarized work. In case if their submission is found having a similarity index of more than 10% would attract penalties as listed in section 4.**

Phase 1:

* Submission of the soft copy of the final draft report to faculty guide for review and plagiarism check.
* The faculty guide will revert back to the student with the reviewed report along with the similarity index report issued by the competent authority.

Phase 2:

* The reports having similarity index less than 10% along with all technical clarification can be permitted for processing of the final document for submission to the university duly signed by the faculty guide.

**Final submission checklist:**

Having fulfilled all the requirements of review process and plagiarism check process as mentioned above the student needs to submit the following to the Office of Registrar - Examinations and Evaluation of the University.

1. **Two[[2]](#footnote-2)** hard bound copies of the dissertation report duly signed by the respective faculty guide.
2. Softcopy (in pdf) of the approved report mentioning the title, name and registration number needs to be sent to faculty guide through email so that the same can be uploaded in a digital drive for the library record.

**Annexure I**

# Formats for Initial Pages

**Title ………**

In partial fulfillment of the **Dissertation**

In Semester - IV of the (Programme name)

Prepared by

……............……………

Registration No:

Under the Guidance of ...................................



**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Programme name)**

**Declaration**

This is to declare that the report entitled “………………” is prepared for the partial fulfillment of the **Dissertation** course in Semester IV of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(programme name) by me under the guidance of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I confirm that this dissertation truly represents my work. This work is not a replication of work done previously by any other person. I also confirm that the contents of the report and the views contained therein have been discussed and deliberated with the faculty guide.

Signature of the Student :

Name of the Student (in Capital Letters) :

Registration No :

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Programme name)**

**Certificate**

This is to certify that Mr. / Ms. Regn. No. has completed the dissertation titled under my guidance for the partial fulfillment of the **Dissertation** course in Semester IV of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(programme name).

Signature of Faculty Guide:

Name of the Faculty Guide**:**

**ACKNOWLEDGEMENT**

1. By the notification University Grants Commission (promotion of academic integrity and prevention of plagiarism in higher educational institutions) regulations, 2018 [New Delhi, the 23rd July, 2018] [↑](#footnote-ref-1)
2. For the viva the student needs to carry one signed (by the faculty guide) hardbound copy of the report. [↑](#footnote-ref-2)