



Shiv Chhatrapati Shikshan Sanstha's
Rajarshi Shahu Mahavidyalaya, Latur

Empowered Autonomous Institution

Guidelines for Project Course
(Mini / Field / Community Engagement Project)

Undergraduate & Postgraduate Programme
(UG I, II and PG I)

NEP Cell and Project & Research Cell (PRC)

Rajarshi Shahu Mahavidyalaya, Latur

Empowered Autonomous Institution

w.e.f
Academic Year 2026-2027

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Project & Research Cell (PRC)

Sr No	Name of Faculty	Designation	Faculty
1	Dr Mahesh Wavre	Chairperson	Academic Council Secretary
2	Dr Anuja Jadhav	Member	NEP Nodal Officer
3	Dr Vyankat Dhumal	Member	NEP Cell Member
4	Mr Vishwanath Panchal	Member	IQAC Co-ordinator
2	Dr Abhijit Yadav	Member	Science & Technology
3	Dr Kalyan Sawant	Member	Science & Technology
4	Dr Sambhaji Patil	Member	Humanities & Social Science
5	Dr Sachin Bhandare	Member	Humanities & Social Science
6	Dr Archana Tak	Member	Humanities & Social Science
8	Dr Pushpalata Trimukhe	Member	Commerce & Management
9	Dr Samreen Bagwan	Member	Commerce & Management
10	Mr Vinod Late	Member	Commerce & Management
11	Dr Sachin Kulkarni	Member	Science & Technology (BT)
12	Dr Manisha Dhotre	Member	Science & Technology(BT)
13	Ms Jyoti Mashalkar	Member	Science & Technology(IT)
14	Mr Bhairvnath Gorde	Member	Science & Technology(IT)
15	Mr Madhav Shelke	Member	Humanities & Social Science (CEP)
16	Mr. Nitin Panchal	Member	Humanities & Social Science (CEP)
17	Dr Kundan Tayade	Member Secretary	R & D Director

Responsibilities Assigned to PRC

1. To conduct the meeting twice in a semester
2. To verify titles of Mini Project, Field Project, Community Engagement Project (CEP)
3. To verify and modify the titles of the synopsis in discussion with the HoD of the concern department.
4. To take review of the project work and viva-voce.
5. To organize faculty wise workshops at the beginning of the semester.
6. Ensure a structured, fair, and professional environment for all students.

Responsibilities Assigned to the Head of the Department

The Head of the Department shall coordinate in Executing the Research Projects, their responsibilities can be summarized as follows:

1. To approve title of the projects.
2. To assign mentor to an individual or a group of maximum Four students who are working on a common problem statement.
3. To work as a mediator between PRC and Students & supervisor.
4. Monitoring the progress of the projects.
5. Ensuring that the schedule given in this manual is strictly followed.
6. Supervision of the administrative work pertaining to the project work.
7. Coordinating evaluation of project.
8. Submission of marks to Examination department by the due process.

Responsibilities Assigned to a Mentor

1. Help students in topic selection.
2. Guide students in designing the study as per the timeline.
3. Assist in making a survey plan for the study.
4. Help students prepare the questionnaire for data collection.
5. Plan and assign fieldwork/library work activities to the students.
6. Provide support in data collection, compilation, and analysis.
7. Guide students in report writing.
8. Monitor students' progress and provide mentorship throughout the process.
9. Evaluate the final report as per the template.
10. Prepare the evaluation report for assigning credits.

Responsibilities of the Students

1. Study actual field situations, interact with local leadership, and identify the socio-economic or environmental issues faced by the community.
2. Complete the mandated fieldwork or NGO engagement hours outside of regular lecture and practical sessions.
3. Maintain discipline, act with empathy, and represent your institution respectfully while valuing local customs and diversity.
4. Stay in regular contact with assigned faculty mentors to track activities, discuss challenges, and seek guidance.
5. Keep a factual, methodical record of weekly activities, interactions, and observations.
6. Prepare a comprehensive final report containing an introduction, methodology, community interaction descriptions, data analysis, and recommendations.
7. Present the project outcomes and participate in any required viva or evaluation sessions.

The time frame and stages of completion of the project work are

Sr.No.	Year	Sem	Project	Credits	Marks	Dates to be followed		
						Allotment of Topics & Submission the list to PRC Cell	Mid Progress Report & Submission the Report to PRC Cell	Final submission & Viva-Voce
1.	UG I	I	Mini Project	02	50	Last week of July	First Week of September	Third Week of October
2.	UG II	III	Field Project	02	50	Second Week of July	Last Week of August	First Week of October
		IV	Community Engagement Project	02	50	Last Week of December	First Week of February	Last Week of March
3	PG I	II	Field Project	04	100	Last week of July	First Week of September	Third Week of October

1. Mini Project/ Case Study:

Mini Project integrates theory and practice by providing students with an opportunity to work on real-world challenges. It can be used to learn about the basics of the Major Course. It is a short-term, practical academic assignment. It bridges the gap between theory and real-world application by requiring students to solve a specific problem, conduct a case study, or build a functional application either individually or in a small group. They carry 2 credits, require 60 hours of field-based learning, and involve group or individual research.

Case Study projects are intended to foster interdisciplinary learning, the development of practical skills, and community involvement in accordance with the National Education Policy (NEP) 2020 framework. Usually, students are required to assess a localized issue, do real-world research, and provide solutions that combine theoretical knowledge with practical applications. They carry 2 credits, require 60 hours of field-based or learning, and involve group or individual research.

2. Field Project:

Under the National Education Policy (NEP) 2020, Field Projects are mandatory, practical college projects designed to bridge theoretical classroom knowledge with real-world socio-economic and environmental issues. They carry 2 credits, require 60 hours of field-based learning, and involve group or individual research at undergraduate level and 4 credits requires 120 hrs at postgraduate level.

3. Community Engagement Project:

Under the National Education Policy (NEP) 2020, Community Engagement Project are mandatory. These Projects emphasize social responsibility, where you assess community problems and design innovative, practical solutions. They carry 2 credits, require 60 hours of field-based learning, and involve group or individual research.

Project Report:

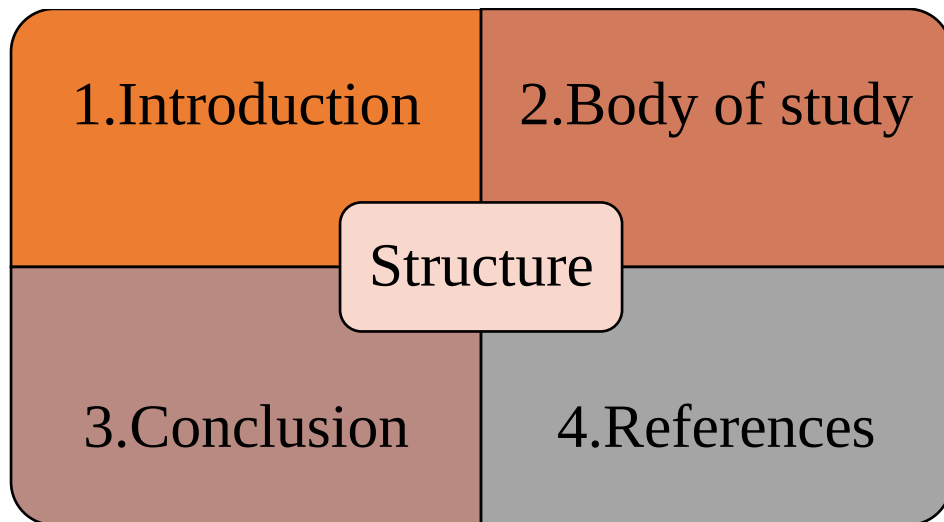
Students are required to submit a report of the project at the end of the semester (as per the time framework) in suggested format.

Report Structure

Report should be arranged in the following manner.

Format

The following format will be used for the study of this course:



Arrangement of Contents

The sequence in which the project report material should be arranged:

1. Title Page

- Logo of the institution
- Name of the Institution (Font size 14)
- Name of the College (Font size 14)
- Name of the Department
- Name of the Student
- Roll number/Seat number
- Program Title
- Name of the Course
- Class & Semester
- Month & Year of Submission

2. Inside cover page

- Title of the Report (Font size 14)
- Name of the Student
- Roll number/Seat number
- Program Title
- Name of the Mentor
- Name of the HoD
- Month & Year of Submission

3. Certificate

- Certificate by the Institute (sign of mentor/ Supervisor & HoD)
- Certificates from your institute and the community/NGO partner.
- Student's Declaration
- Acknowledgment

4. Table of contents

- Include headings and subheadings with page numbers.
- List of Figures and Tables: List all figures and tables included in the report with corresponding page numbers.

5. Chapters

1.Introduction: (Background, objectives, and scope)

Explain what you will examine in the Case Study / Mini Project / Field Project. Write an overview of the field you're researching and its significance.

2.Body of study: Literature Review, Methodology (Sample size, survey design, or data collection tools), Fieldwork Observations & Analysis (Graphs, charts, or primary findings), Discussions & Explanation. It has to be written in chapters. (at least three).

3.Conclusion: Summarize the main points from the case evaluations, proposed solutions and recommendations.

4.References: In standard formats such as APA, MLA, IEEE, Elsevier, etc. (may include Webliography)

6. Appendices (if any)

General Guidelines

1. Each of the students has to undertake a Project individually for case study and mini project. Individually or in group for field project & CEP under the supervision of a teacher and to submit the same following the guidelines stated below.
2. Language of Project Report and Viva-Voce Examination may be English or MIL.
3. The Mini Project, Field Project Report and Community Engagement Project (CEP) must be in hand written.
4. Failure to submit the Project Report or failure to appear at the Viva-voce Examination will be treated as 'Absent' in the Examination. He /she has to submit the Project Report and appear at the Viva-Voce Examination in the subsequent years (within the time period as per Institutional Rules).
5. No marks will be allotted on the Project Report unless a candidate appears at the Viva-Voce Examination. Similarly, no marks will be allotted on Viva-Voce Examination unless a candidate submits his/her Project Report.
6. Evaluation of Mini Project, Field Project and Community Engagement Project (CEP) work to be done jointly by one internal expert and one external expert (from within the department) with equal weightage, i.e., average marks of the internal and external experts will be allotted to the candidate.
7. A candidate has to qualify in the Project Work separately, obtaining a minimum mark of 20 (Project Report and Viva-Voce taken together).

Marking Scheme for Project Report and Viva-Voce Examination

1. Internal (20 Marks)

1. Internal Reviews / Mid-term evaluation **05 marks**
2. Project Report Documentation **10 marks**
3. Diary Attendance and Regularity of Work **05 marks**
 1. Minimum 15 hrs engagement of students either in library or on field.
 2. Minimum 05 hrs interaction with the course teacher.
 3. Minimum 10 hrs for analyzing the data and writing the project.
 4. Diary should be maintained by the student and countersigned by the mentor.

2. External (30 Marks)

Project Report (15 marks)

1. Introduction– **02 marks**
2. Chapters (at least three) – **08 marks**
3. Conclusion & References -- **05 marks**

Viva-Voce (15 marks)

In course of Viva-Voce Examination, the question may be asked in the following areas:

1. Importance / relevance of the Study, Objective of the Study, Methodology of the Study / Mode of Enquiry - **05 marks**
2. Ability to explain the analysis, findings, concluding observations, recommendation, limitations of the Study -- **05 marks**
3. Overall Impression (including Communication Skill) -- **05 marks**

Rejection of Project:

In case of a student's project being not approved, he is not eligible to get final certificate. The student then has to rewrite the project based on the remarks of the evaluator. The project can be disapproved on the basis of it not being original study i.e. if it is copied or rewritten from an earlier project, incorrect data, insufficient discussion & analysis, typographical errors, improper presentation of the project matter, mismatch between the problem studied at hand and the methodology i.e. design, insufficient subject matter etc.

Sample Formats

Shiv Chhatrapati Shikshan Sanstha's
Rajarshi Shahu Mahavidyalaya, Latur
Empowered Autonomous Institution
Academic Year -----

Mentor Interaction Diary Form

Name of Student:

Roll. No:

Exam Seat No:

Course: Case Study / Mini Project / Field Project

I, the undersigned Ms /Mr. _____ Roll No. _____ Exam Seat No. _____ studying in the _____ Year of _____ Fulltime Course is doing my project work under the guidance of Dr./Ms./Mr. _____

_____, wish to state that I have met my mentor on the following dates mentioned below for Project Guidance: -

Sr. No.	Date & Day	Nature of activity	Sign of the student	Sign of the supervisor
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

HoD

IMPORTANT: It is expected that student will be meeting their guide **at least five times** for the project work interaction. The candidate should retain the above stated 'Project Guide Interaction Certificate Form' and submit the same with required signatures of the guide while submitting the Project to the Institute. **THE PROJECT REPORT WILL NOT BE ACCEPTED WITHOUT THE DULY FILLED PROJECT GUIDE INTERACTION CERTIFICATE.**

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Empowered Autonomous Institution

Academic Year

Marking Scheme (Rubrics) for Internal

Department	
Class & Semester	
Project Type	
Credit	
Academic Year	

Sr No	Exam Seat No	Name of the student	Project Title	Internal 20 M			External 30 M		Total 50 M
				1.Internal Reviews / Mid-term evaluation 10 marks	2. Project Report Documentation 05 marks	3.Diary Attendance and Regularity of Work 05 marks	Project Report (15 marks)	Viva-Voce (15 marks)	

Main Page Format of Project Report

Logo of the College

Name of the Institute

Name of the College

Title of the Project

Submitted By

Name of the Student

(Name of Academic Course and Academic Year Details)

Example: Bachelor of Humanities & Social Sciences (Name of the Major Subject)

Under the Guidance of

Name of Supervisor

Name of the Department

Academic Year –

Certificate Sample

Name of the Institute

Name of the College

Name of the Department

Certificate

This is to certify that the Project Report entitled “....(Title of the Project).....” prescribed for -----(class & sem) as a -----(type of the project) submitted by(Student Name, Exam Seat No., Roll No.)..... is an original work carried out under the supervision in partial fulfilment of the requirements for the degree at Rajarshi Shahu Mahavidyalaya, Latur, An Empowered Autonomous Institution, affiliated to Swami Ramanand Teerth Marathwada University, Nanded. To the best of my knowledge, this report has not been submitted for any other award. The student's performance during the project period has been satisfactory.

Date:

Place: Latur

Mentor

Head of the Department

Student Declaration Sample

Declaration

I, Mr./Ms. _____ Student of _____
studying in _____, hereby declare that I have completed the field project entitled
_____ during the academic year ----- . The report work is original and the
information/data included in the report is true emerging from the primary and/ secondary data gathered and analyzed as
part of this project. Due credit is extended on the work of Literature/Secondary Survey by endorsing it in the
Bibliography as per prescribed format.

Signature of the Student with Date

Name of Student