# Rajarshi Shahu Mahavidyalaya, Latur (Autonomous)

## NEP CELL

## Postgraduate Programme

## Guidelines for Academic & Research Project

**Format of the project:** The Academic & Research project shall contain the following sections:

## Section I: It's a formal general section and shall have the following details

- Every report should be either Spiral bound or Hard Cover Page bound (2 copies in all) - One for the student and the other to be submitted to the department.

**The cover page of the Hard Cover bound (Spiral bound First Inner cover page) must contain details of the students:**

- Logo of Rajarshi Shahu Mahavidyalaya, Latur (Autonomous) & Swami Ramanand Teerth Marathwada University, Nanded
- Name of the College.
- Title of the project in Times New Roman, Font 16 size, bold and centre.
- Name of the Student (Capital & 14 Times New Roman font size and bold & centre).
- Submitted to-Guide Teacher Name (12 Size Times New Roman font).
- Examination Seat Number (12 Size Times New Roman Font)
- Name of HoD department name (12 Size Times New Roman font)

**Report will be prepared on the following lines:**

- Entire report will be presented in 12 size Times New Roman Font. Title – 14 size (Unit, Topic, etc).
- Index page of contents 1 page
- List of tables, charts, graphs.
- Acknowledgement.
- Certificate of completion from the organization.
- Declaration of the Student.

## Section II: It is a formal technical section which shall consist of the following chapters.

Text pages should be printed on one side of the paper, preferably with 1.5-line spacing. Margins should be 1.5" on the left and 1" on the right. Top 1" and bottom 1".

- Abstract
- Introduction- Minimum 10 pages

- Importance or scope of the study -2 to 3 pages
- Methodology of study – 1 to 5 pages
- Objectives of the study -3 to 4 objectives maximum.
- Chapters (not less than 60 pages)
- Analysis and Interpretation (not less than 10 pages inclusive of maps, charts, tables, etc.)
- Major findings, conclusions reached and suggestions/recommendations.
- Learning outcome of the project-1 page
- References in APA Style.

## Section III: This section shall consist of all such additional information that is not disclosed in the body of the report.

- Copy of the tool/tools of data collection.
- Bibliography
- Photographs if required, etc.

**Batch Distribution:**

- One project batch shall consist of a maximum of 4 students.
- One supervisor shall guide up to 10 batches per semester.

## Responsibilities of the head of the Department:

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

- To assign available faculty supervisors for Projects and to coordinate the projects by all supervisors of the department.
- To maintain a centralized project repository to facilitate project management and keep track of all projects.

## Responsibilities of the Supervisor:

The academic staff supervisor will guide students; their responsibilities can be summarized as follows:

- To Guide the students in selecting a topic and executing the Project.
- To Guide the students for the literature survey, selection of methodology, data collection, data analysis, testing of the Hypothesis, etc.
- To interact with the students once a week to review the progress of the work.
- To guide the students in managing the project from start to finish meeting the stated milestones and timelines.
- To review the draft of the project report and presentation slides and provide suggestions to improve them.
- To evaluate the student's project work as per the assessment criteria.

- To work together with students until the submission of the final report and semester end examination.
- To maintain all the documents related to the project work.

## Responsibilities of the students:

Students are required to exercise self-discipline, self-management, job coordination, teamwork, and trustworthiness to ensure the success of the project. The expected responsibilities are:

- To select a topic, review the literature, selection of appropriate methodology, data collection, data analysis, testing of the Hypothesis etc. in consultation with the allotted supervisor.
- To adhere to the weekly meeting schedule with the supervisor to update their progress and seek advice on project matters (Attendance is compulsory as per regulation) and submit weekly reports.
- 75% attendance is mandatory and it shall be maintained by the supervisor.
- To manage the project from start to finish, meeting the stated standards and deadlines.
- To report immediately to the supervisor any difficulties encountered that would interrupt the work.
- To submit the Project report on time and present for the viva-voce on given date.

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

| Time Period (Odd / Even Sem) | Activities |
| --- | --- |
| July/December second week | Assignment of guide, Preliminary discussions, Selection of the broad area of study. |
| July/ December | Literature Survey - Formulation of the Problem- Setting up of objectives and chalking out the methodology |
| August/January First Week | Presentation of the Synopsis and finalization of the Topic and Title |
| August & September / January & February | Data Collection & Tabulation and Data Analysis |
| October/February Last Week | Midterm Evaluation to review the progress of the Project |
| On or before 10 October/ March | Submission of the draft report |
| On or before 30 October/ March | Final draft |
| November/April First Week | Oral/ Poster Presentation and internal Viva |
| November/April Third Week | Project and mark list submitted to the exam department |

**Marking Scheme: 06 Credits & 100 Marks**

| Internal (40 Marks) | | | External (60 Marks) | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Attendance & Regularity of work carried | Selection of the topic & Data Collection File | First Draft (hand-written)/ Publication/ Presentation at conference/ seminar / Peer Reviewed Journal | Significance of the Work and Literature Review | Methodology and justification of hypothesis | Review a statement of Aims and Objectives | Plan of Research Project | Viva -Voce & Final Draft |
| 10 | 15 | 15 | 05 | 10 | 05 | 05 | 20+15 |

**Important Tips:**

1. Total marks for Project is 100 (60 external and 40 internal) and 6 credits.

2. The SEE of the Project work shall be conducted by the panel.

3. Submission of Project Report and presence of the student for viva are compulsory for internal evaluation

4. No marks shall be awarded to a candidate if he/she fails to submit the Project Report for external evaluation

5. A student shall be declared to pass in the Project Report Course if he/she secures minimum 40% marks of the aggregate.

6. In case a candidate fails, the Project work may be redone and the report may be resubmitted along with subsequent exams.

7. **There shall be no improvement chance.**

**Principal**

# Rajarshi Shahu Mahavidyalaya, Latur (Autonomous)

**Academic Year ---------**

**Attendance Sheet**

**Name of Student:**                                                                              **Roll. No:**

**Faculty :**

**Course :** Academic Project / Research Project

**Note :** Attendance sheet shall be submitted to the Examination Section with the final mark sheet**.**

| Sr. No. | Date & Day | Nature of activity | Sign of the student | Sign of the supervisor |
|---|---|---|---|---|
| 1 | | | | |
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