University of Mumbai

Institute of Distance and Open Learning

FACULTY OF HUMANITIES
PROGRAMME: M.A

Guidelines for Project Work
Under
Choice Based Credit, Grading and
Semester System

Introduction

Inclusion of project work in the learning process for the completion of the course is one of the ambitious aspects in the programme structure. The key objective of including project work isto incorporate the element of research work, which will test the learner's eagerness to learn and capacity to describe specific aspects of the study in his/her own perspective. The previous semesters helped the learners to explore theoretical aspects, while this paper will help to test the acquired knowledge and the ability to apply the acquired knowledge to the real life situations. This guide will provide you with the guidelines and the framework in which you are expected to submit your project.

<u>Guidelines for preparation of Project Work</u>

- The project topic may be undertaken from any topic given in the paper.
- Each of the learner has to undertake a Project individually
- The learner must choose a topic and title that are precise, clear, and have a clear objective
- The Project Component will be evaluated for 75 marks and Internal assessment will be conducted for 25 marks.
- The project report shall be prepared as per the broad guidelines given below:

    ➢ Project has to be submitted in the Handwritten Format on One Side Ruled A4 Size sheets already provided in the project manual.
    ➢ The Project should be of 30-40 pages approximately.
    ➢ The Project shall be submitted in the PDF format and uploaded on the link that will be provided by the service provider.
    ➢ The Size of the PDF File should be 15MB-20MB.

- Projects should be submitted within the time frame announced by the Institute.
- Any delays in the Project submission will not be entertained.
- In case of failing in the project work, the same project can be revised for ATKT examination.
- **NO VIVA VOCE/PRESENTATIONS** will be conducted by the Institute

University of Mumbai
Institute of Distance and Open Learning

A Project is submitted

For the award

of

M.A. (C.B.C.S) Degree

In the subject of

_____

Title

_____

Submitted by

Name of the Learner

_____

Seat Number

_____

Signature of the Learner

_____

ACADEMIC YEAR 2022-23

Under the Faculty of Humanities

On separate page

CONTENTS

Sr. No.	Title	Page No.

List of tables, if any, with page numbers.

List of Graphs, if any, with page numbers.

List of Appendix, if any, with page numbers.

Abbreviations used (if any):

Institute of Distance and Open Learning (IDOL)
University of Mumbai.

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Structure of the Project Work

- **Chapter No. 1: Introduction**

  In this chapter, a brief introduction about the theme of your project, relevance of the problem, it's historical background, brief profile of the study area, definition/s of related aspects, characteristics, scope and the importance of the theme and significance of the study can be mentioned.

- **Chapter No. 2: Literature Review**

  This chapter will provide information about previous studies/research that has been already conducted in the area. This would specify how the study undertaken is relevant and contribute for value addition in information/ knowledge/ application of study area which ultimately helps the learner to undertake further study on same issue. It is necessary to cite the article and mention the sources.

- **Chapter No. 3: Research Methodology**

  This chapter will include:
  a. **Objectives** – Research Objectives refer to the outcomes that you aim to find out while conducting the research in a concise manner. Make sure the research objectives are specific, clearly mentioned and leave no space for any confusions, are measurable, realistic and relevant. It is advisable to always put your objectives in a bullet form.
  b. **Methods of Data collection**: In this section you will write the sources of the secondary data from which the data will be gathered. Secondary Data will have two parts: Journals, reports from official websites, previous research that is conducted and Books.

- **Tabulation of data:** Once the data is collected you can present the same using tables, pie charts, graphs, etc. can help to provide a better representation. It is important to mention the source from which the diagrams, tables, charts have been taken from.

- **Chapter No. 4: Project Topic**

  In this chapter, the learner will add all the information, data collected from the primary as well as secondary sources, related images, graphs, etc.

- **Chapter No. 5: Conclusions**

  In this chapter of final conclusions will be provided along with the Limitations of the study, as well as scope for further research can be provided.

  Note: If required more chapters of data analysis can be added.
- **References –** This will include the list of the books, journals, articles, magazines, newspapers,

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websites, etc. used while undertaking the research. The Bibliography has to be mentioned in the APA format.

- **Appendix-** It shall contain a list of supplementary material which may be helpful in providing further support for the research undertaken.
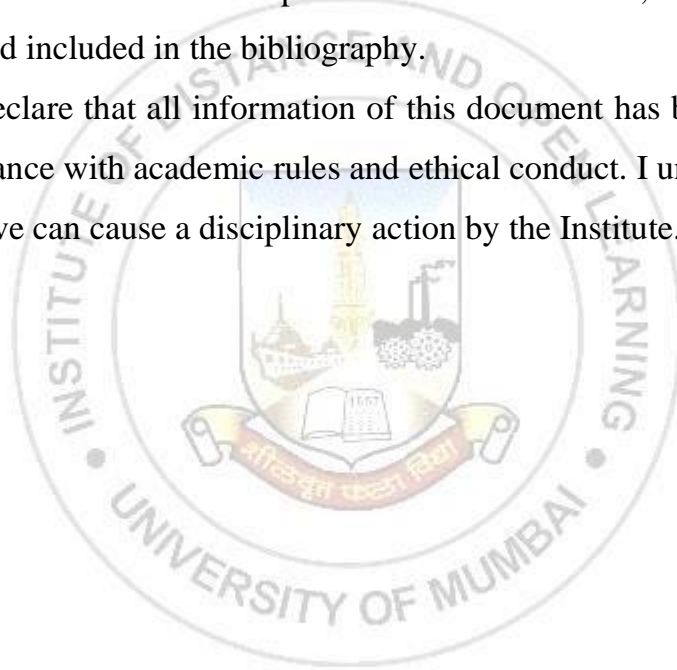
Declaration by the learner

I, the undersigned Miss / Mr._____*Name of the learner*_____here by,

declare that the work embodied in this project work titled "_____

_____*Title of the Project*_____",

forms my own contribution to the research work and it is a result of my own

research work and has not been previously submitted to any other University for any

Degree/ Diploma.

Wherever reference has been made to previous works of others, it has been clearly

indicated as such and included in the bibliography.

I, here by further declare that all information of this document has been obtained and

presented in accordance with academic rules and ethical conduct. I understand that any

violation of the above can cause a disciplinary action by the Institute.

_____

Name and Signature of the learner

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Evaluation /Gradation/Passing Criteria

- The Project Component will be evaluated for 75 marks and Internal assessment will be conducted for 25 marks.

- Minimum Marks required for Passing is 40 percent.

- Projects should be submitted within the time frame announced by the Institute

- Any delays in the Project submission will not be entertained

- Incase of failing submission of project, the same title can be submitted at the time of repeaters examination.

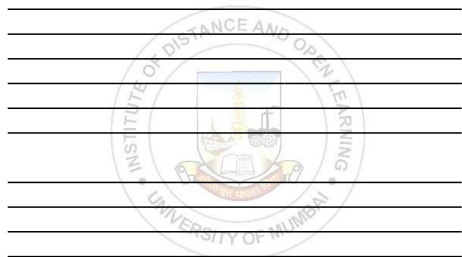Institute of Distance and Open Learning (IDOL)
University of Mumbai.

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M.A Semester: IV   Subject: _____   Seat Number: _____

Title of the Project: _____

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