

SCIENCE COLLEGE (AUTONOMOUS), HINJILICUT

GUIDELINE FOR DISSERTATION/PROJECT REPORT FOR UG & PG COURSES-2022

To expose the students to the practical aspect of learning "DISSERTATION"/ 'PROJECT WORK' has been included at UG and PG Level under CBCS course pattern as well as in model syllabus. The students appearing 4th Semester P.G and 6th Semester U.G Examinations shall have to submit a dissertation/Project Report in any area of subjects covered under any semester. The following guidelines/instructions will facilitate the students to prepare such Dissertation/Project Reports and Examiners to evaluate such Reports.

1. Each 4th Semester P.G student and 6th Semester +3 Science/Commerce/Arts/BCA student shall have to submit **two copies** of Dissertation/Project Report on a topic assigned to him/her by the Project Supervisor. The students shall have to submit both the copies of Dissertation/Project Report to their respective HODs before the commencement of the respective End semester Examination.
2. Each Dissertation/Project Report should comprise of 30 to 50 pages (for UG students) and 40 to 60 pages (for PG students). Less number of pages will attract negative marks while more number of pages will not be considered for evaluation.
3. Dissertation/Project Report should be concise to maintain the intended work to be done.
4. Format of the Dissertation /Project Report : -
 - (a) Should be neatly typed with double space in Times New Roman 12 point font size only on one side of A4 size paper. There should be 1 inch margin on each side. It should be Spiral/Hard bound.
 - (b) The outcome of Dissertation /Project Work is the dissertation/Project Report. A Dissertation /Project Report should have the following components:
 1. Cover Page (First page): This should contain (*Specific format given in the Guideline*):
 - i) The title of the Dissertation/Project Report
 - ii) To whom it is submitted
 - iii) For which degree,
 - iv) The name of the Student,
 - v) Class,
 - vi) Exam Roll no,
 - vii) Regd. No,
 - viii) Name of the supervisor,
 - ix) Year of submission of the project work,
 - x) Name of the Institution.
 2. Second Page: Declaration by the Student (*Specific format given in the Guideline*).
 3. Third Page: Certificate by the Supervisor (*Specific format given in the Guideline*).
 4. Fourth Page: Acknowledgement: Various organizations and individuals who might have provided assistance during the process of Dissertation/Project work.
 5. Fifth Page: Abstract of the Dissertation/Project Work. The abstract should give a brief summary of the work in less than 300 words.
 6. Sixth Page: Table of Contents: Page-wise listing of the main contents in the report, i.e., different Chapters and its main Sections along with their page numbers.
 7. Seventh Page Onwards - Body of the Report (Chapters): The body of the report should have at least the following four logical divisions:
 - a) **Introduction.** This will cover the background, rationale/need/justification, brief review of literature, objectives, methodology (the area of the study, sample, type of study, tools for data collection, and method of analysis), Limitations of the Study, and Chapter Planning.
 - b) **Conceptual Framework/Literature:** (relating to the topic of the dissertation/Project). Literature
 - c) **Data Analysis/ Discussion** (using the tools and techniques mentioned in the Methodology).
 - d) **Conclusion and Recommendations:** In this section, the concluding observations based on the main findings are to be included.

e) **Annexures:** Questionnaires (if any), relevant reports.

f) **Bibliography or References:** This section will include the list of books and articles which have been used in the project work, and in writing a dissertation/project report.

(The main text of the dissertation/Project report should normally be in the range of 5000 words. However, there may be annexure in addition to the main text)

The dissertation/project should have proper citation/reference. The format of citation shall be of following type: -

Book

Order: author(s), year of publication, book title (in italics), city of publication, publisher name. Pages...

Example - 1: If one has referred pages 9.1 to 9.15 of a book titled " Fundamentals of Financial Management" written by Sashi K Gupta, R.K. Sharma published by Kalyani Publisher , New Delhi in the year 2017, citation shall be as follows : -

Gupta ,Sharma, 2015: *Fundamentals of Financial Management*, New Delhi, Kalyani Publishers. Pages 9.1-9.15

First Name(s) of the author (s) shall not be used unless two or more authors have the same surname.

Journal article

Order: author(s), year of publication, article title (not in italics), journal name (in italics), volume number (in italics), issue number, and the page number range of the article.

5. **Evaluation of the Project Report and Viva-voce:** - The Dissertation/Project Report shall be examined by the External Examiner only appointed by the Controller of Examinations. The viva-voce/Seminar Presentation test shall be conducted jointly by the External and Internal Examiner. For Dissertation/Project Paper of 100 marks, weightage shall be 60 marks on the Dissertation/Project Report and 40 marks on the viva-voce/Seminar Presentation test. For Dissertation/Project Paper of 50 marks, weightage shall be 30 marks on the Dissertation/Project Report and 20 marks on the viva-voce/Seminar Presentation test. Weightage shall be given to the originality of the work and understanding of the subject by the student. The student has to secure at least 40% marks in Dissertation/Project report and 40% marks in viva-voce/Seminar Presentation test (separately). A student who submits the project report but fails to appear the viva-test will be failed.

Note: Student should not resort to acts like 'Plagiarism' and 'Cut and paste' techniques from Websites/Internet.

A Dissertation/Project Report on

Topic:

Submitted for the partial fulfillment of Degree of Master of Commerce/ Master of Science in Botany/B.A (Hons)/B.Sc (Hons)/B.Com (Hons) in.....

Submitted by

Name of the Candidate:

Class.....Semester.....

Examination Roll No:

Regd. No.....

Supervised by

Name of the Supervisor

Designation

Dept.

College Logo

SCIENCE COLLEGE (AUTONOMOUS), HINJILICUT

Month and Year of Submission

Declaration by Candidate

I hereby declare that the Dissertation/Project Work, with the title (in block letters)....., submitted by me for the partial fulfilment of the degree of M.Com/M.Sc (Botany)/B.Com. Honours/B.Sc Honours/ B.A Honours/BCA in under the supervision of of Science College (Autonomous), Hinjilicut is my original work and has not been submitted earlier to any other University /Institution for the fulfilment of the requirement for any course. However, extracts of any literature which has been used for this report has been duly acknowledged providing details of such literature in the references.

Place:

Signature

Date

Name:

Address:

Registration No:

Roll No.

Office
above
Off
b

Certificate by the Supervisor

This is to certify that Mr./Msa student of B.Com. Honours/ B,Sc Honours/ B.A. Honours/BCA in bearing Exam Roll Noof Science College (Autonomous), Hinjicut has worked under my supervision and guidance for his/her dissertation/Project Work and prepared a dissertation/Project Report with the title..... . The dissertation/project report which he/she is submitting is his/her genuine and original work to the best of my knowledge.

Place:

Signature

Date

Name:

Designation:

Mark Distribution of Dissertation/Project Report

Irrespective of the pattern of mark distribution given in the course of studies approved by the respective board of studies, the distribution of marks of dissertation/project report of both UG and PG level courses shall be as follows:

(A) The mark distribution of Dissertation/Project report having 100 marks will be as follows:

Full Mark: 100

Dissertation/Project Report: 60

Viva Voce/Seminar: 40

The Dissertation/ Project report marks will be subdivided as follows:

Cover page: 1

Declaration: 1

Certificate of Supervisor: 1

Acknowledgement: 1

Contents: 1

Abstract: 5

a) Introduction and Methodology: 10

b) Conceptual Framework/ Literature: 5

c) Data Analysis/ Discussion: 10

d) Conclusion and Recommendations: 10

e) Annexures: Questionnaires (if any), relevant reports and Bibliography or References: 5

f) Overall evaluation of the report basing on Clarity of thought and aesthetics of report: 10 marks.

(B) The mark distribution of Dissertation/Project report (DSE-4) having 50 Marks will be as follows:

Full Mark: 50

Dissertation/Project Report: 30

Viva Voce/Seminar: 20

The Dissertation/ Project report marks will be subdivided as follows:

Cover page: 1

Declaration: 1

Certificate of Supervisor: 1

Acknowledgement: 1

Contents: 1

Abstract: 2.5

a) Introduction and Methodology: 5

b) Conceptual Framework/ Literature: 2.5

c) Data Analysis/ Discussion: 5

d) Conclusion and Recommendations: 2.5

e) Annexures: Questionnaires (if any), relevant reports and Bibliography or References: 2.5

f) Overall evaluation of the report basing on Clarity of thought and aesthetics of report: 5 marks.

Countersigned by


Principal
PRINCIPAL (AUTO)
Science College (Auto), Hinjilicut (Ganjam)


Controller of Examination
Controller of Examinations
Science College (Auto), Hinjilicut (Ganjam)