Project Work
You will come to know about..

• Various stages involved in completion of Project Work
• Description and important information to complete the project
• Important Dates
Project Work

• Project work can be divided into 4 stages:
  a) Topic, Synopsis/Abstract
  b) Guide Details
  c) Project Report
  d) Viva

• Marks allocation
  a) Project Report : 100 marks
  b) Viva : 50 marks
  c) Minimum Marks : Min. of 40% marks individually in report and viva to be secured to pass.
Stage I

Project Topic, Project Synopsis/Abstract
Synopsis

• Synopsis is the gist/brief of your planned project

• A total of 3 Synopsis have to be submitted towards the project

• 1 out of 3 would be selected as the final topic towards project report
Synopsis

• Structure of Synopsis/Abstract (approx 500 words)
  – Title
  – Statement of the problem and hypothesis (What do you want to do?)
  – Aims and objectives (What do you plan to find out?)
  – Research methodology (How would you find out?)
  – References (resources of your study)
Synopsis

• Factors contributing to selection of Synopsis
  – Topic of Synopsis is specific and micro in nature
  – Synopsis presented is structured as per the guideline (previous slide)
  – Ad-hears to word limit & timelines
  – Minimum of three abstracts are submitted online
  – Source is reliable and work is original
Synopsis

• Submission of Synopsis:
  – Synopsis to be submitted Online (LMS)
  – First step towards fulfillment of Project Work (mandatory)

• Post Submission (complete synopsis):
  – One out of 3 Selected synopsis will be published online (website)
  – No changes are allowed post submission to synopsis
Synopsis

• Post Selection of Synopsis
  – Submit Project Guides (Internal and External)

• Post Rejection of Synopsis
  – A new synopsis have to be re-submitted under the timeline
  – No extra time would be allowed to complete the project in case of the delays due to rejection

• No Submission of Synopsis
  – Would not be eligible to submit Project Report
Stage 2

Project Guide
Guide Details

• Two project guides are to be chosen towards the Project

• Submit a brief profile (of around 250 words) of both the Guides along with their Contact details & Work History

• Post Submission of Guide Details
  – Start with the project report under their guidance
Guide Details

• Incomplete/Failure to submit Guide details(profile)
  – Project report would be considered incomplete
  – Would not be eligible for Viva

• Categories of Guides
  – Internal Guide
    • a Business mentor / your own superior or anyone with a verifiable credibility in your area of work with more than 15 years of Experience
  – External Guide
    • Masters Degree in any discipline & 10 Years of experience or PHD Degree
Stage 3

Project Report
Project Report

• The specific content of the Project Report will depend on the nature of the Project topic and objectives.

• No particular format, chapter/section organization, or length is specified for the body of the Project Report. Project participants should structure the body of the report in a manner appropriate to achieve full documentation of the Project effort.

• The goal of the Project Report will be to fully reflect all aspects of the Project effort, from topic identification, through activities performed, to final conclusion resulting in Project products.
Project Report

• Length of Project Report
  – 100 – 120 Pages

• Format
  – double line spacing or 1.5 line spacing
  – typed or printed on one side or both sides of A4 paper
  – wide margins (at least 3 cm on the left hand side to allow for binding)
  – Font : preferably Times New Roman typeface size 12 pt
  – Usage a consistent numbering system(mandatory)
  – Figures, tables, etc must carry a number and a caption and be fully referenced if from other sources.
Project Report - Format

• Heading styles and numbering systems should be consistent throughout, matching those of your Contents page.
• Each chapter should begin on a new page.
• Italics are usually used for foreign language words and genus or species names.
• If you use footnotes for extra information, they must be on the same page as the information to which they refer. Alternatively you could use endnotes, which generally should be placed at the end of each chapter.
• Your Project title should be well thought-out, generally no more than 20 words, and should make the topic and research field clear to the reader.
Project Report Submission

• Post Submission (complete) of Project Report
  – Eligible to take Viva (online)

• Incomplete/ Failure to submit Project Report
  – Would not be eligible to appear for Viva
Stage 4

Project Viva
Viva

• Viva will be conducted Online at a date decided and declared by the Project Committee.

• Steps for conduct of Online Viva
  – Pre Final Viva - System Check (technical)
  – Final Viva with Project Committee
Viva

– System Check (technical)
  • Conducted before the scheduled date for Viva
  • One to one system check by UBS
  • Pre System Check Requirements (for students)
    – Headset with mic
    – Web camera
    – Internet Connection (512 kbps)

– Procedure to schedule System Check
  • After the announcement of Viva dates, students are required to book their preferred timings via LMS for a System Check with UBS
Viva

• Viva
  – Would be conducted by online (internet based) and hosted by UBS
  – Project Committee shall take the viva based on the report submitted
Project Work - Compilation

• Structure of Project Compilation
  – Cover Page and Title*
  – Bonafied Certificate *
    • Signatures of Guides(both) in originals is mandatory
  – Declaration*
  – Project Index
  – Project report
  – Bibliography

* The layouts have already been shared under Project Guidelines on LMS, it is mandatory to use them and in the same language for the project to be accepted.
Project Work - Submission

• Project Submission Instructions
  – Two bound copies (hard bound)
  – One electronic copy as a single Microsoft Word file on a CD or DVD
  – Tag the CD with your name and registration number.
  – One electronic copy to be mailed to projects@ubs.edu.in
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<th>Particulars</th>
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<td>27th December 2010</td>
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