PROJECT / DISSERTATION GUIDELINE

For

Learners undertaking UG Honours Degree Programme

BACHELOR OF COMMERCE (B.Com.)

K. K. Handiqui State Open University
Guwahati, Assam

A. PROJECTFORMULATION

The Project work constitutes a major component in most professional programmes. It needs to be carried out with due care, and should be executed with deep involvement by the learners. The project work is not only a partial fulfilment of the programme requirements, but also provides a mechanism to demonstrate your skills, abilities and specialisation.

OBJECTIVES

The overall objective of the project is to help the student develop the ability to apply theoretical and practical tools/techniques to solve real life problems related to industry, academic institutions and research laboratories. After the completion of this project work, the learner should be able to:

• Complete a problem definition.

• Evaluate a problem definition.

• Determine how to collect information to determine requirements.

• Work on data collection methods for fact-finding.

• Documentation requirements

• Be able to prepare and evaluate a final report.

• Develop of the ability to communicate effectively.

B. Type of the Project

The majority of the students are expected to work on a real-life project preferably in some industry/ Research and Development Laboratories/Educational Institution/ Local Community. Learners are encouraged to work in the areas closely associated with their programme of study. The learner can formulate a project problem with the help of her/his Guide and submit the project proposal of the same.

C. Eligibility criteria of a Project Guide

1. A person having required qualification and/or sufficient experience in the area of the learner wants to undertake the project.

2. PhD / M.Com./MBA

D. Steps involved in the project work

The complete project work should be done by the learner only. The role of guide should be about guidance wherever any problem encounters during project. The following are the major steps involved in the project, which may help you to determine the milestones and regulate the scheduling of the project:

• Select a topic and a suitable guide.

• Prepare the project proposal in consultation with the project guide.

• Submit the project proposal along with the necessary documents to the Coordinator of the study centre.

• Receipt of the project approval from the Coordinator of the study centre.

• Carry out the project-work.

• Prepare the project report.

• Submit the project report to the Coordinator of the study centre

• Appear for the viva-voce as per the intimation by the Coordinator of the Study centre.

E. Resubmission of the project proposal in case of non-approval

In case of non-approval, the suggestions for reformulating the project will be communicated to the learner. The revised project synopsis along with a new proforma, should be re-submitted along with a copy of the earlier synopsis and non-approval project proposal proforma in the next slot. The revised project proposal should be sent along with the original copy/ photocopy of the non-approved proforma of the earlier submitted proposal.

F. Project Proposal Formulation

• The project proposal should be prepared in consultation with project guide. The project proposal should clearly state the project objectives and the environment of the proposed project to be undertaken. The project proposal should contain complete details in the following form:

• Proforma for Approval of Project Proposal duly filled and signed by both the learner and the Project Guide with date.

• Bio-data of the project guide with her/his signature and date.

• Synopsis of the project proposal (2-3 pages) covering the following aspects:

(i) Title of the Project

(ii) Introduction and Objectives of the Project

(iii) Methodology

(iv) Project Planning and Scheduling

(v) Data collection and analysis

(vi) Results and Discussions

(vii) Conclusions

(viii) Future scope and further enhancement of the project

(ix) Reference Violation of the project guidelines will lead to the rejection of the project at any stage.

G. Assessment Guidelines for Project evaluation

Each component of the project work and the viva voce carries its own weightage, so the learner needs to concentrate on all the sections given in the project report formulation.

Project Evaluation

The Project Report is evaluated for 100 marks and the viva-voce is for 50 marks. Viva- voce is compulsory and forms part of evaluation. A learner in order to be declared successful in the project must secure 40% marks in each component (i) Project Evaluation and (ii) Viva- voce. Pass in both the components is compulsory. If a learner submitted the project report as per the schedule and fails to attend viva, her/his Project will remain incomplete and should contact the Coordinator of the study centre.

……………………….