

# St. Xavier's College (Autonomous)

## Department of Management Studies

### Guidelines relating to Project in Semester VI under CBCS

- Every student has to undertake a Research Project, individually under the supervision of a Professor, and has to submit a Project Report.

- **CIA evaluation** (Internal Assessment) – [20 marks]

Statement of Marks		
Research Work (Research Motivation, rationale objectives, methodology & data analysis, conclusion)	Presentation skills	Attendance in Research Project Classes
10 marks	5 marks	5 marks

- **Semester Evaluation** (External Assessment) – [80 marks]

➤ **Project Report (50 marks)**

Components	Marks
Research Motivation & Relevance of the study	5
Objectives of the study	5
Methodology of the study	10
Analysis & Findings	15
Conclusion , Recommendations (if any)	5
<i>Originality of the Work (Plagiarism Check)</i>	<i>10</i>

➤ **Presentation Skills (30 marks)**

Components	Marks
Content and Quality of PPT	10
Communication skills	10
Defence of the Project (Interaction)	10

## General Guidelines

- The Project Topic must be confirmed in consultation with the concerned Project Supervisor/ Guide.
- The research work carried out by the student shall be **based on original ideas** and **plagiarism of any kind will be strongly dealt with.**
- *The student has to submit the report generated on the plagiarism checking software like Turnitin/ Ithenticate of his/her Research Project for the consideration of concerned Supervisor.*
- The Project Report must be typed & spiral bound.
- Failure to submit the **Research Project** or failure to appear at the final Examination will be treated as “Absent” in the Semester Examination. He/she will have to submit the Project Report and appear for the Examination in the subsequent year. The CIA marks will be carried forward.
- No marks will be allotted on the Research Project unless a candidate **appears at the Semester Examination.**
- **Semester Evaluation** of the Research Project will be done jointly by one internal expert and one external expert with equal weightage, i.e., average marks of the internal and external experts will be allotted to the candidate.
- **CIA Evaluation** of the Research Project to be done jointly by the Supervisor and one internal faculty from the Department with equal weightage, i.e., average marks of the Supervisor and Internal faculty will be allotted to the candidate.
- Under any circumstances students will not be permitted to change the Project topic after the CIA examination. The Project topic should be same in both CIA and Final Semester Examination.

## **Project Formatting Guidelines**

### ***The Project report must be:***

- Written in MS Word within 2500 to 5000 words.
- The text should be in Times New Roman 12 font size,
- headings in 14 font size
- 3.5 cm page margin all sides.
- Paragraph spacing 1.5 throughout the text
- Page number is mandatory at the bottom.

### **Level of Plagiarism**

<b>Level</b>	<b>Similarity Index (%)</b>	<b>Decision on 1<sup>st</sup> time check</b>	<b>Marks*</b>
<b>Level 0</b>	<b>Up to 15%</b>	<b>Minor Similarities; no penalty</b>	<b>10</b>
<b>Level 1</b>	<b>Above 15% but up to 25%</b>	<b>Such student shall be asked to submit a revised project report within a stipulated time period.</b>	<b>7.5</b>
<b>Level 2</b>	<b>Above 25% but up to 35%</b>	<b>Such student shall be asked to submit a revised project report within a stipulated time period.</b>	<b>4</b>
<b>Level 3</b>	<b>Above 35%</b>	<b>Such student shall be asked to submit a revised project report within a stipulated time period.</b>	<b>0</b>

***Penalty to be imposed based on the slab in which the plagiarism level exists. For example, if, upon the 1<sup>st</sup> plagiarism check, the similarity index is 25%, and upon the 2<sup>nd</sup> plagiarism check, it comes down to 15%, the student shall be awarded 7.5 marks.***

***\* To be awarded based on the 2<sup>nd</sup> time plagiarism check result.***

## **Similarity Checks for INCLUSION in Plagiarism**

The Project Report carried out by the student shall be based on original ideas, which shall **include** the following:

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- Introduction
  - Literature Review
  - Objectives
  - Methodology
  - Data Analysis & findings
  - Conclusion & Recommendations
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## **Similarity Checks for EXCLUSION in Plagiarism**

The Project Report carried out by the student shall be based on original ideas, which shall **exclude** the following:

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- Acknowledgement, Project Certificate, Student's Declaration
  - Table of Contents (including List of Figures and Tables)
  - Statements mentioned in quotation marks
  - End References/ Bibliography
  - Annexures (including Questionnaires or Consent Forms, or Secondary Data)
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## THE COMPONENTS OF A PROJECT REPORT

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A Project report should have the following components:

1. **Cover Page:** (refer to the Sample Cover page)
2. **Plagiarism Checking Report**
3. **Acknowledgement:** Various organizations and individuals who might have provided assistance /co-operation during the process of carrying out the study.
4. **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.
5. **Body of the Report:** The body of the report should have these three logical divisions
  - a) **Introduction:** This will cover the background, rationale/ need / justification of the study, brief review of literature, objectives, methodology (research design, sampling techniques, sample size, period of study, source of data collection and method of analysis).
  - b) **Data, Analysis and Findings:** (using the tools and techniques mentioned in the methodology).
  - c) **Conclusion, Limitation of the study and scope of future research (if any):** In this section, the concluding observations based on the main findings and suggestions are to be provided and scope of future research (if any) to be stated.
6. **References:** This section will include the list of books and articles which have been used in the project work, and in writing the project report. **(APA style)**
7. **Annexures:** Questionnaires (if any), relevant reports, etc.

***Cover Page***

**Title of the Project**

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**Submitted by**

**Name of the Candidate:**

**College Name:**

**Department Name:**

**Registration No:**

**Roll Number:**

**Supervised by**

**Name of the Project Supervisor:**

**Year of Submission**

## Student's Declaration

I hereby declare that the Project Work with the **title** "....."  
submitted by me under the **supervision of** ..... for the partial fulfilment of the degree of **B.M.S (Honours)** at St. Xavier's College (Autonomous), Kolkata is my original work. It has not been submitted earlier to any other Institution for the fulfilment of the requirement for any course of study.

I also declare that no chapter of this manuscript in whole or in part has been incorporated in this report from any earlier work done by others or by me. However, extracts of any literature which has been used for this report has been duly acknowledged providing details of such literature in the references.

**Signature:** .....

**Name:** .....

**Address:** .....

**Roll Number:** .....

**Place:**

**Date:**

**St. Xavier's College (Autonomous)**  
**Department of Management Studies**

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**PLAGIARISM VERIFICATION CERTIFICATE**

Student Name: .....

Roll No: ..... Registration No: .....

Title of the Project: .....

.....

The above project was scanned for similarity detection. The report is as follows:

Software used: ..... Date: .....

Similarity Index: ..... Total word count: .....

The plagiarism report of the above project has been reviewed by the undersigned. The similarity index is below accepted norms.

***The project may be considered for submission. The software report is attached.***

Name of the Supervisor: .....

Signature: .....

Date: .....