REGULATIONS (UG)

(Effective from 2021-2022 Onwards)

Level of the Programme: Under-Graduate

Pattern

The Under-graduate programmes are conducted under Semester Pattern and Outcome Based Education (OBE). The Semester pattern of study accelerates the teaching learning process and enables vertical and horizontal mobility in learning. The Choice Based Credit System provides flexibility in designing the curriculum and assigning credits based on course contents and hours of teaching.

Duration

The normal duration of each Under-graduate programme is 03 Academic Years, 02 Semesters per Academic Year and 450 Contact Hours per Semester (30 Hours per Week) with 02 Semester Vacations. Each semester will consist of 15 - 18 weeks of Academic Work equivalent to 90 Teaching Days in a Semester.

Objectives

The main objective of the three year Under-graduate programme is to provide knowledge to students in the relevant discipline and to some extent in the related discipline as well as outside the domain in a participatory learner-centric environment, ICT environment and to train them in necessary skills and participation in activities for a holistic development.

Apart from class room teaching through lectures and tutorials, there is ample scope for testing the gained knowledge in laboratories, participation in internship, field and industrial visits, carrying out projects and participation in

co-curricular activities apart from developing values and ability, and attitude for Leadership, Team Work, Entrepreneurship, Social Awareness and Responsibilities, Environmental Consciousness, Physical Fitness and Computer Awareness.

Flexibility and freedom in learning with options in different types of courses empower knowledge development and capacity building among students. The programmes envisage global competence, excellence and value system among students on par with students elsewhere in the globe.

Design Thinking Based Curriculum

The curriculum for all the Programmes are prepared based on Design Thinking that includes the scope of the Programme, distribution of courses in the breadth, distribution of courses in Jobs/Entrepreneurship/delivery and procedure for choosing the tracks by the students.

In order to reap the benefits of Design Thinking approach in designing a need based competent Curriculum for all the Programmes; the existing outcome based curriculum is re-designed and revised based on the Design Thinking approach. First, the Scope and Breadth of all the Programmes are well defined. The Recruiters and the Job Prospects of a particular Programme are identified based on the scope. The Domain Skill sets are chosen based on the Job Prospects. The Elective Tracks are chosen on the basis of these job prospects. The Pre-requisite Courses are also identified for the Elective Courses and labeled as Core Courses. Each Elective Track has three courses related to Knowledge, Skill and Professionalism that leads to internship and project and finally to the associated job in the industry. The developed model is validated with the domain experts.

The curriculum of the programme is built in such a way that, it inculcates knowledge development, research aptitude, analytical skill, employability skill, entrepreneurial skill, personality development, capacity building, creativity, logical & lateral thinking and innovation in the minds of students. The curriculum and various courses are designed to consist of facts and information, concepts, skills, problems & case studies, applications, training modules, and employability and entrepreneurial spirit in them.

The Under-graduate programmes offer a variety of courses under different components that include Languages, Foundation, Compulsory Core (Cluster & Discipline Centric), Optional Elective (Cluster, Discipline Centric), Supportive (Allied), Laboratory, Project, Courses for Ability Enhancement (Soft & Quantitative Skills, Value Added Technical Skills, Discipline Centric Practices), and Open / Inter-disciplinary Elective Courses cutting across disciplines at the institutional level. ICT enabled and Web based learning and using Library are integral part of the programme. Internship, Field & Industrial Visits and Entrepreneurship training are included in the curriculum to enhance the depth of understanding. Students are encouraged to participate in Seminars, Hands on training, Quiz and Competitions, and Summer Research Projects. Participation in Co-Curricular, Extra-Curricular and Extension activities is also a necessary requirement. There is also scope for learning additional elective courses and registering National / International Certification Programmes (Online) beyond regular curriculum.

For successful completion of the programme, the students are required to earn a minimum of 140 credits through various courses in different components with each component having a minimum cut-off credit.

Classification and Components of the Curriculum

Cluster

A Cluster comprises of departments of closely related disciplines offering different inter-related Under-graduate programmes, and with a common minimum programme of offering a number of common core courses (Cluster Core) and at least one common elective course (Cluster Elective) as given in the Table below. The concept of cluster learning promotes horizontal mobility through inter-departmental teaching-learning process.

Sl. No.	Title of the Cluster	Participating Departments	Programmes Offered
01	Computer Studies	Computer Science, Computer Applications, Information Technology, Computer Technology CS with GCD CS with DA	B.Sc. Computer Science, BCA, B.Sc. (IT), B.Sc. (CT), B.Sc.CS with GCD B.Sc. CS with DA

		CS with Cyber Security CS (AI & DS) CS with DevOps and Cloud CS (FSWD) CS (Data Science and Visualisation)	B.Sc. CS with Cyber Security B.Sc. CS (AI & DS) B.Sc. CS with DevOps and Cloud B.Sc. CS (FSWD) B.Sc. CS (Data Science and Visualisation)
02	Commerce Studies	Commerce, Commerce with CA, Commerce with PA, Commerce with Finance, Commerce with IT Commerce with DMDM	B.Com, B.Com(CA), B.Com(PA), B.Com(Finance), B.Com(IT), B.Com (DMDM)
03	Management Studies	Business Administration	B.B.A, B.B.A(CA).
04	Mathematical Sciences	Mathematics, Statistics	B.Sc. Maths
05	Physical Sciences	Physics Chemistry	B.Sc. Physics B.Sc. Chemistry
06	Hospitality and Management	Catering Science and Hotel Management	B.Sc. Catering Science and Hotel Management
07	Fashion Technology	Costume Design and Fashion	B.Sc. Costume Design and Fashion
08	Psychology	Psychology	B.Sc. Psychology
09	English and Other Foreign Languages	English	B.A. English
10	Languages	Tamil	--

Core Course

The assigned Core courses for each programme are compulsory and a core requirement to complete requirement of the programme in the discipline of study. Core courses form the major part of the Under-graduate curriculum. The content of these core courses include the basic and essential concepts leading to the knowledge and understanding of the discipline. The core courses are offered under the umbrella of Cluster (Generic/Cluster Core) as well as by the respective departments (Discipline Centric Core). The students should earn the minimum credits prescribed under core for the programme.

Elective Course

Elective courses are optional and students will have choice to choose from a pool of courses offered by the departments. The content of Elective Courses are

designed such that they may provide an expanded scope in the emerging areas or enable an exposure to other domains and disciplines or nurture the proficiency and skill of the student in the discipline. There is a provision to choose elective courses from among a wide choice of courses in different domains. The Elective courses are offered under cluster (Generic / Cluster Elective), and also by respective departments (Discipline Centric Elective). In addition, students will have opportunity to choose and learn courses from other disciplines (Open / Inter-disciplinary Elective) as an Add-On programme at the institutional level as well.

Supportive (Allied) Course

A knowledge from the supportive (allied) courses supports to understand the content of major courses. A major discipline of the programme will be supported by two relevant disciplines with two courses from each discipline. Laboratory courses will also support wherever required.

Laboratory Course

For a better understanding of the concepts, apart from having theoretical knowledge, it is essential to use the learned theoretical concepts in experiments, apply them to real world problems and making observations and measurements through experiments in laboratories. Therefore, in the curriculum, theory courses are supported by laboratory courses wherever required.

Project

In order to enhance the original and independent learning capacity, each student will carry out a project using the knowledge and skills earned through the regular curriculum under the guidance of a faculty member. Carrying out the project will also enhance the analytical skill and research ability of the students. The evaluation of project will involve at least 03 reviews contributing to CIA marks (40) and evaluation of the project report (40) and viva-voce examination (20) contributing to ESE marks (40+20=60).

Languages

While English language is made compulsory, students have the option to chose Tamil or Malayalam or Hindi or French as the language of study under part - I. For those who have not studied Tamil in the regular stream at the Higher Secondary level there is an option to study the same in a different stream.

Foundation Course

In order to make a holistic development of the students, compulsory and elective optional foundation courses involving Environmental Consciousness, Value Education, General Awareness, Social Responsibility, etc are offered. While Compulsory Foundation Courses lead to Knowledge Enhancement, Elective Foundation Courses for Value Based.

Course on Ability Enhancement (Skill Based)

Any good curriculum involves knowledge, skill, case studies, and applications. The knowledge gained should be applied to real world circumstances in employment and entrepreneurship using the skills attained. For this, students are trained on different specific skills so that their ability is enhanced by offering courses on soft and quantitative skills, value added technical skills, and also providing training on specific skill sets.

Co-Curricular, Extra-Curricular and Extension Activities

Apart from taking part in various Co-Curricular and Extra-Curricular Activities, the students should necessarily take part in social outreach programmes and extension activities such as NCC, NSS, YRC, RRC, etc.

Bridge Course

In order to bridge the gap between the school and college curricula, suitable curriculum in English, Mathematics, Computer Science and Accounts is designed and offered in the beginning of the programme to the needy students.

Examination and Evaluation

The performance of students in all the credited courses of the programme irrespective of number of credits are evaluated through Continuous Internal Assessment (CIA) using different components and through End Semester Theory and Practical Examinations (ESE). The total marks of 100 for each course is distributed among CIA and ESE in the ratio 40 : 60. However, all non-credited courses/ activities will carry only Continuous Assessment. The components of Continuous Internal Assessment include CIA Test 1 (First 2 Units) (05 marks), CIA Test 2 (Units 3 & 4) (05 marks), a Model Examination (15 marks), Seminar (05 marks), Assignment (05 marks) and Case study/Problem Solving / Critical Review (05 marks).

The End Semester Theory Examination for each course of the programme irrespective of number of credits will be conducted for 60 marks in 03 hours duration. However, the End Semester Practical Examination for 60 marks will be conducted for a duration equivalent to the regular laboratory class. The combined (CIA + ESE) performance in each course for 100 marks is converted into Grade Point in a 10 - point scale and marked in terms of appropriate Letter Grade as given in the Table below.

Range of Marks	Grade Point	Letter Grade	Description
90 - 100	9.0 - 10.0	O	OUTSTANDING
80 - 89	8.0 - 9.0	D+	EXCELLENT
75 - 79	7.5 - 7.9	D	DISTINCTION
70 - 74	7.0 - 7.4	A+	VERY GOOD
60 - 69	6.0 - 6.9	A	GOOD
50 - 59	5.0 - 5.9	B	AVERAGE
40 - 49	4.0 - 4.9	C	SATISFACTORY
00 - 39	0.0	U	REAPPEAR
ABSENT	0.0	U	ABSENT

The overall performance in each semester and in all the semesters are computed in terms of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) respectively in a 10 - point scale using the formulae given below. The SGPA is the ratio of sum of product of the number of credits assigned with Grade Points scored by a student in all the courses taken by a student and sum of the number of credits of all the courses undergone by a student in the semester. The CGPA is also calculated in the same manner taking into account all the courses undergone by a student overall the semesters in a cumulative manner.

SGPA = $\dfrac{\sum_i C_i G_i}{\sum_i G_i}$

CGPA = $\dfrac{\sum_n \sum_i C_{ni} G_{ni}}{\sum_n \sum_i C_{ni} G_{ni}}$

C_i : Number of Credits assigned to the "i"th course of the given semester
G_i : Grade Point scored in the "i"th course of the given semester
C_{ni} : Credits assigned to the "i"th course of the "n"th semester
G_{ni} : Grade Points scored in the "i"th course of the "n"th semester

The SGPA and CGPA shall be rounded off to two decimal points. The final result of the examinations at the end of the programme will be marked based on the CGPA earned as per the following classifications.

CGPA	FINAL LETTER GRADE	CLAASIFICATION OF FINAL RESULT
9.5 to 10.0	O+	First Class - Exemplary*
9.0 and above but below 9.5	O	
8.5 and above but below 9.0	D++	First Class with Distinction*
8.0 and above but below 8.5	D+	
7.5 and above but below 8.0	D	
7.0 and above but below 7.5	A++	First Class
6.5 and above but below 7.0	A+	
6.0 and above but below 6.5	A	
5.5 and above but below 6.0	B+	Second Class
5.0 and above but below 5.5	B	
4.5 and above but below 5.0	C+	Third Class
4.0 and above but below 4.5	C	
0.0 and above but below 4.0	U	Re - Appear

"*" : Only those candidates who have passed core, elective and supportive courses in the first appearance and within the prescribed period of semesters of the programme are eligible.

In the absence of any of the provisions which are not covered in the Current Revised Regulations, the existing provisions will hold good.

REGULATIONS (PG)

(Effective from 2021-2022 Onwards)

Level of the Programme: Post-graduate

Pattern

The Post-graduate programmes are conducted under semester pattern and Outcome Based Education (OBE). While the Semester pattern of study accelerates the teaching-learning process, the Choice Based Credit System provides flexibility with choices and options for courses at the basic and advanced levels and self learning.

Duration

The normal duration of each Post-graduate programme is 02 Academic Years, 02 Semesters per Academic Year and 450 Contact Hours per Semester (30 Hours per Week) with 02 Semester Vacations. Each semester will consist of 15 - 18 weeks of Academic Work equivalent to 90 Teaching Days in a Semester.

Objectives

The main objective of the two year Post-graduate programme is to provide an in-depth knowledge to students in the relevant discipline in a participatory learner-centric environment and through self learning process to some extent. The programme also supports the learning process through analysis and research. Flexibility and freedom in learning with options in different types of courses and self-study empower knowledge development and capacity building among students. The programmes envisage global competence and excellence among students on par with students elsewhere in the globe.

Design Thinking Based Curriculum

The curriculum for all the Programmes are prepared based on Design Thinking that includes the scope of the Programme, distribution of courses in the breadth, distribution of courses in Jobs/Entrepreneurship/delivery and procedure for choosing the tracks by the students.

In order to reap the benefits of Design Thinking approach in designing a need based competent Curriculum for all the Programmes; the existing outcome based curriculum is re-designed and revised based on the Design Thinking approach. First, the Scope and Breadth of all the Programmes are well defined. The Recruiters and the Job Prospects of a particular Programme are identified based on the scope. The Domain Skill sets are chosen based on the Job Prospects. The Elective Tracks are chosen on the basis of these job prospects. The Pre-requisite Courses are also identified for the Elective Courses and labeled as Core Courses. Each Elective Track has three courses related to Knowledge, Skill and Professionalism that leads to internship and project and finally to the associated job in the industry. The developed model is validated with the domain experts.

The curriculum of the Post-graduate programmes is built such that, it inculcates knowledge development, research aptitude, analytical skill, employability skill, entrepreneurial skill, personality development, capacity building, creativity, logical & lateral thinking and innovation in the minds of students. The curriculum and various courses are designed to consist of facts and information, concepts & knowledge, skills, problems & case studies, applications, training modules, and research & innovation in them.

The Post-graduate programmes offer a variety of courses under core and elective modules. The courses are of theoretical in nature and also laboratory based. Internship, Field & Industrial Visits is included in the curriculum to enhance the depth of understanding. In order to empower students with research aptitude and independent thinking with creativity and innovation, students will do review of research in a specialized topic in their discipline and will also carry out guided research in specific topic which will lead to publication. Students are encouraged to participate in Seminars

and Conferences as well. Project work is an important component of the Post-graduate curriculum.

For successful completion of the programme, the students are required to earn a minimum of 90 credits except in the MBA programme which requires 105 Credits.

Components of the Curriculum

Core Course

The assigned Core courses for each programme are made compulsory. Core courses form the major part of the Post-graduate curriculum. The students should earn the minimum credits prescribed under core for the programme.

Elective Course

Elective courses are optional and students will have choice to choose from a pool of courses offered by the department. The content of Elective Courses are designed such that they may provide an expanded scope in the emerging areas or enable an exposure to other domains and disciplines or nurture the proficiency and skill of the student in the discipline.

Laboratory Course

For a better understanding of the concepts, apart from having theoretical knowledge, it is essential to use the learned theoretical concepts in experiments, apply them to real world problems and in their research. Therefore, in the curriculum, theory courses are supported by laboratory courses wherever required.

Project

In order to enhance the original and independent learning capacity, each student will carry out a project using the knowledge and skills earned through the regular curriculum under the guidance of a faculty member. Carrying out the project will also enhance the analytical skill and research ability of the students. The evaluation of project will involve at least 03 reviews contributing to CIA marks (40) and evaluation of the project report (40) and viva-voce examination (20) contributing to ESE marks (40+20=60).

Course on Ability Enhancement (Skill Based)

Any good curriculum involves knowledge, skill, case studies, and applications. The knowledge gained should be applied to real world circumstances in employment and entrepreneurship using the skills attained. For this, students are trained on different specific skills so that their ability is enhanced by offering courses on soft and quantitative skills, value added technical skills, Management Practice and Web based learning.

Research Review on Current Trends in the Discipline

In order to update the knowledge on the emerging and current trends in the discipline of study, students will make a survey and review of the research going on in the discipline and will prepare a report which will consist of the latest developments, their observations, conclusions and suggestions. The study will be evaluated based on appropriate parameters through reviews, presentations, report and viva-voce. The CIA marks (40) for this activity can be derived from out of the performance in the monthly review meetings (a minimum of 03 meetings in the semester) based on the progress made at each stage in all the semesters where the activity is being conducted. The ESE marks (60) will be based on the marks awarded by evaluating the research review report (30) and the viva-voce examination (30) by experts.

Publication of Article in Research Journal/Proceedings

In order to inculcate research aptitude among Post-graduate students, they will choose a specific topic of current interest in the discipline and will carry out research in that topic. The findings of the research will be published in a good quality research journal or national/international conference proceedings published by reputed publisher. The research work will involve identification of the problem, review of literature, data collection/survey, learning methodologies and tools required, process and calculations and results & outcome of the study. The research will be evaluated based on appropriate parameters through reviews, presentations, writing manuscripts, submission for publication, quality of the manuscript/publication and viva-voce. The CIA marks (40) for this activity will be derived from out of the performance in the monthly review meetings (a minimum of 03 in a semester) based on the progress made at each stage in all the semesters where the activity is being conducted. The ESE marks

(60) will be awarded based on the quality of the manuscript prepared, the important of the findings the quality of the journal with impact factor to which it is submitted for publication and in the viva-voce examination will be conducted by the experts.

Application Development

M.Sc. Computer Science and M.C.A students will develop a modern application based on the concepts they learned and the skills attained. The development of the application will be evaluated based on appropriate parameters through reviews, presentations, demonstration, working condition, usage, report and viva-voce. The CIA marks (40) for this activity can be derived from out of the performance in the monthly review meetings (a minimum of 03 meetings in the semester) based on the progress made at each stage in all the semesters where the activity is being conducted. The ESE marks (60) will be based on the marks awarded by experts by evaluating the importance and working of the application and the report/manual prepared on the application (40 marks) and the viva-voce examination.

Examination and Evaluation

The performance of students in all the credited courses of the programme irrespective of number of credits are evaluated through Continuous Internal Assessment (CIA) using different components and through End Semester Theory and Practical Examinations (ESE). The total marks of 100 for each course is distributed among CIA and ESE in the ratio 40 : 60. However, all non-credited courses/ activities will carry only Continuous Assessment. The components of Continuous Internal Assessment include CIA Test 1 (First 2 Units) (05 marks), CIA Test 2 (Units 3 & 4) (05 marks), a Model Examination (10 marks), Seminar (05 marks), Assignment (05 marks) and Case study/Problem Solving / Critical Review (10 marks).

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70 - 74	7.0 - 7.4	A+	VERY GOOD
60 - 69	6.0 - 6.9	A	GOOD
50 - 59	5.0 - 5.9	B	AVERAGE
40 - 49	4.0 - 4.9	C	SATISFACTORY
00 - 39	0.0	U	REAPPEAR
ABSENT	0.0	U	ABSENT

The overall performance in each semester and in all the semesters are computed in terms of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) respectively in a 10 - point scale using the formulae given below. The SGPA is the ratio of sum of product of the number of credits assigned with Grade Points scored by a student in all the courses taken by a student and sum of the number of credits of all the courses undergone by a student in the semester. The CGPA is also calculated in the same manner taking into account all the courses undergone by a student overall the semesters in a cumulative manner.

$$\textbf{SGPA} = \frac{\sum_i C_i G_i}{\sum_i G_i}$$

$$\textbf{CGPA} = \frac{\sum_n \sum_i C_{ni} G_{ni}}{\sum_n \sum_i C_{ni} G_{ni}}$$

C : Number of Credits assigned to the "i"th course of the given semester
G : Grade Point scored in the "i"th course of the given semester
C_n : Credits assigned to the "i"th course of the "n"th semester
G_n : Grade Points scored in the "i"th course of the "n"th semester

The SGPA and CGPA shall be rounded off to two decimal points. The final result of the examinations at the end of the programme will be marked based on the CGPA earned as per the following classifications.

CGPA	FINAL LETTER GRADE	CLAASIFICATION OF FINAL RESULT
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9.0 and above but below 9.5	O	
8.5 and above but below 9.0	D++	First Class with Distinction*
8.0 and above but below 8.5	D+	
7.5 and above but below 8.0	D	
7.0 and above but below 7.5	A++	First Class
6.5 and above but below 7.0	A+	
6.0 and above but below 6.5	A	
5.5 and above but below 6.0	B+	Second Class
5.0 and above but below 5.5	B	
4.5 and above but below 5.0	C+	Third Class
4.0 and above but below 4.5	C	
0.0 and above but below 4.0	U	Re - Appear

"*" : Only those candidates who have passed core, elective and supportive courses in the first appearance and within the prescribed period of semesters of the programme are eligible.

In the absence of any of the provisions which are not covered in the Current Revised Regulations, the existing provisions will hold good.

FIELD PROJECT

Guidelines for Field Project Review and Report

Field project allow students to apply theoretical knowledge and concepts learned during their coursework to real-world scenarios. The significance of a field project for the students is multi-faceted and profoundly impactful. This helps the students to bridge the gap between theory and practice. Exposure to real-world applications allows students to learn best practices and industry norms. Students can relate classroom concepts to their field experiences, leading to a deeper understanding of the subject matter. The experience gained from the field project can have a profound impact on a student's academic journey and career preparation.

Field Project Report – Layout:

The below stated layout for the preparation of Field Project report:

1. Cover Page
2. Completion Certificate from College
3. Field project completion certificate from the Company
4. Declaration
5. Acknowledgement
6. Table of Contents
7. List of Tables (if applicable)
8. Contents- (Introduction, Company profile, Work experience, Conclusion)
9. Field Project Report

Guidelines:

1. The students are required to provide details of the company (Name of the company, address, contact person, contact details) in which they are willing to do field project.
2. The request letter may be submitted to company for their willingness for providing the training.
3. The company will provide industry mentors to the students. The mentors will facilitate the professional growth of the students through knowledge sharing and the provision of insights learned from years of experience.
4. Internal Guides will be allotted to students for further monitoring the field project work.
5. Students will submit the field project report. The students should submit the training completion certificate. The field project report will be evaluated.

INTERNSHIP TRAINING

Guidelines for Internship Training Review & Report

As per the Curriculum structure each student has to undergo Summer Internship training during the summer holidays and to submit a report in the upcoming Semester.

The Practical Training is essential to expose the students to the real life work situation and to strengthen the conceptual knowledge gained in the class room.

Institution to be visited:

Banks, Insurance Companies, Trading, Manufacturing and Service Organizations, Auditor Office, Other Financial Institutions, Multinational Companies, IT based Industries and other Institutions according to need of the knowledge.

Duration of the visit: Minimum of 21 days.

The students have to submit the internship completion certificate from the institution where they underwent the internship to effect that the student had satisfactorily undergone the internship training for the prescribed period.

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INTERNSHIP TRAINING REPORT – LAY OUT

The below stated lay out for the preparation of internship training report:

1. Cover Page
2. Bonafide Certificate from College
3. Internship completion certificate from the Company
4. Declaration
5. Acknowledgement
6. Table of Contents
7. List of Tables (if applicable)
8. Contents- (Introduction, Company profile, Work experience, Conclusion)
9. Internship Information Summary

Chapter – I

INTRODUCTION OF THE INTERNSHIP TRAINING REPORT

a) Focus about the Internship training
b) Objectives of the Internship training

Chapter – II

PROFILE OF THE COMPANY/INSTITUTION

a) Industry profile
b) Company History
c) Products Details
d) Organization Chart /Setup
e) Achievements / Awards of the Institution
f) Functions of Each department

Chapter – III

WORK EXPERIENCE

a) Weekly report of work done (preferred), contribution and learning experience of students.

CHAPTER – IV

CONCLUSION – FINDINGS AND RECOMMENDATIONS

Chapter – V

Bibliography (If Applicable)
Annexure
Glossary / Technical Terms (If Applicable)

RESEARCH PROJECT WORK

GUIDELINES FOR RESEARCH PROJECT WORK

As per the Curriculum structure each student has to undergo Research Project during their final Semester.

Guidelines

1. During the sixth semester every under graduate student shall do a project
2. During the fourth semester every post graduate student shall do a project
3. The report shall be printed and bound with not less than 50 pages.
4. The project report should be submitted to the Head of the Department one month before the last working day of the final year.
5. The project can be done individually.
6. The candidate shall prepare at least two copies of the report: one copy for submission to the Department and one copy for the student which he/she has to bring with him/her at the time of viva voce.

Useful Tips

1. Project can be based on primary or secondary data
2. Minimum sample size should be 30-50
3. 20-25 questions are desired
4. Use statistical tools for analysis

Structure of the Project Work

Title page
Certificate page
Declaration
Acknowledgement
Table of Contents
List of Tables
List of Charts
List of Abbreviation
Chapter I: Introduction & Design of the Study (Introduction, Statement of the Problem, Objectives of the Study, Research Methodology, Limitations of the Study etc.)
Chapter II: Review of literature (Theoretical framework)
Chapters III and IV: Data Analysis and Interpretations (2 or 3 chapters)

Chapter V: Summary, Findings and Recommendations.
Appendix (Questionnaire, Specimen Copies of Forms, Other Exhibits etc.)
Bibliography (Books, Journal Articles etc. used for the project work).

Evaluation of project report

The Under Graduate candidate should get a minimum 40% mark for project report for a pass.
The Post Graduate candidate should get a minimum 50% mark for project report for a pass.

Details of the Project Work

1. The project work must be compulsorily in typed form.
2. The Researcher must submit 2 Blue Color Bindings Copies of Final Project.
3. Project work Pages more than 50 pages
4. A4 Executive Bond Paper
5. Font Name- Times New Roman
6. Font Size- 12 size

The two copies of the final project report should be submitted

LAYOUT AND FORMAT

For the proper evaluation and understanding, the pre-requisite is the preparation of the project in a consistent format and adherence to the instructions given below:

FONT

- The project should be written in English.
- The paper size should be A4 (21cm x 29.7 cm)
- The typing font should be Times New Roman. Use the same font throughout your for headings, subheadings and write-ups for tables, figures and appendices
- The project should be printed on one side of the paper with double spacing Single spacing is used for footnotes, quotations and tables
- Paragraph should be indented or a line should be left between paragraphs.
- Large font size types may be used for the title of the and for chapter headings Boldface type may also be used for title page and for headings as well as in the text for special symbols or for emphasis
- The project should be free from grammatical, lexical and punctuation errors.

CHAPTER AND LAYOUT

Begin each chapter on a new page. Each page should be numbered at the bottom in the centre using Arabic numerals 1, 2, 3, ---- beginning with "1" on the first page of the Introduction Chapter and continue consecutively to the end of the manuscript including

references The preliminary pages are to be numbered in lower case Roman numeral beginning on the declaration page

MARGINS

Set the margins as follows. Top: 1-inch Bottom: 1 inch Left: 1: 5 inch Right: 1 inch Set everything justified. Print figures and tables interspersed with text and place them as near the point of mention as possible.

HEADINGS AND SUB HEADINGS

Headings and subheadings should be distinguished from the other text by a large font size, boldface Italics and underlines etc. All headings should be left aligned except chapter headings which are to be at the centre.