



University of Mumbai

Centre for Distance and Online Education

FACULTY OF HUMANITIES

PROGRAMME: M.A

Guidelines for Project Work

Under

Choice-Based Credit, Grading and

Semester System

Introduction

The inclusion of project work in the learning process for the completion of the course is one of the ambitious aspects in the program structure. The key objective of including project work is to incorporate the element of research work, which will test the learner's eagerness to learn and capacity to describe specific aspects of the study in his/her perspective. The previous semesters helped the learners to explore theoretical aspects, while this paper will help to test the acquired knowledge and the ability to apply the acquired knowledge to the real-life situations. This guide will provide you with the guidelines and the framework in which you are expected to submit your project.

Guidelines for the Preparation of Project Work

- **The project topic may be undertaken from any topic given in the project paper or related to history subject.**
- Each of the learners has to undertake a Project individually
- The learner must choose a topic and title that are precise, clear, and have a clear objective
- The Project Component will be evaluated for 75 marks and Internal assessment will be conducted for 25 marks.
- The project report shall be prepared as per the broad guidelines given below:
 - The project has to be submitted in the Handwritten Format on One Side Ruled A4 Sizesheets already provided in the project manual.
 - The Project should be of 30-40 pages.
 - The Project shall be submitted in PDF format and uploaded on the link that will be provided by the service provider.
 - The Size of the PDF File should be between 15MB-20MB.
- Projects should be submitted within the time frame announced by the Institute.
- Any delays in the Project submission will not be entertained.
- In case of failing in the project work, the same project can be revised for ATKT examination.
- **NO VIVA VOCE/PRESENTATIONS** will be conducted by the Institute



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A Project is submitted
for the award
of
M.A. (C.B.C.S) Degree
On the subject of

Title

Submitted by the
name of the Learner

Seat Number

Signature of the Learner

ACADEMIC YEAR 2023-24

Structure of the Project Work

- **Chapter No. 1: Introduction**

In this chapter, a brief introduction about the theme of your project, the relevance of the problem, its historical background, a brief profile of the study area, definition/s of related aspects, characteristics, scope, and the importance of the theme and significance of the study can be mentioned.

- **Chapter No. 2: Literature Review**

This chapter will provide information about previous studies/research that has been already conducted in the area. This would specify how the study undertaken is relevant and contributes to value addition in information/ knowledge/ application of the study area which ultimately helps the learner to undertake further study on the same issue. It is necessary to cite the article and mention the sources.

- **Chapter No. 3: Research Methodology**

This chapter will include:

- a. **Objectives** – Research Objectives refer to the outcomes that you aim to find out while conducting the research in a concise manner. Make sure the research objectives are specific, clearly mentioned, and leave no space for any confusion, are measurable, realistic, and relevant. It is advisable to always put your objectives in bullet form.
 - b. **Methods of Data collection:** In this section, you will write the sources of the secondary data from which the data will be gathered. Secondary Data will have two parts: Journals, reports from official websites, previous research that is conducted, and Books.
- **Tabulation of data:** Once the data is collected you can present the same using tables, pie charts, graphs, etc. can help to provide a better representation. It is important to mention the source from which the diagrams, tables, and charts have been taken.

- **Chapter No. 4: Project Topic**

In this chapter, the learner will add all the information, and data collected from the primary as well as secondary sources, internet sources, related images, graphs, etc.

- **Chapter No. 5: Conclusions**

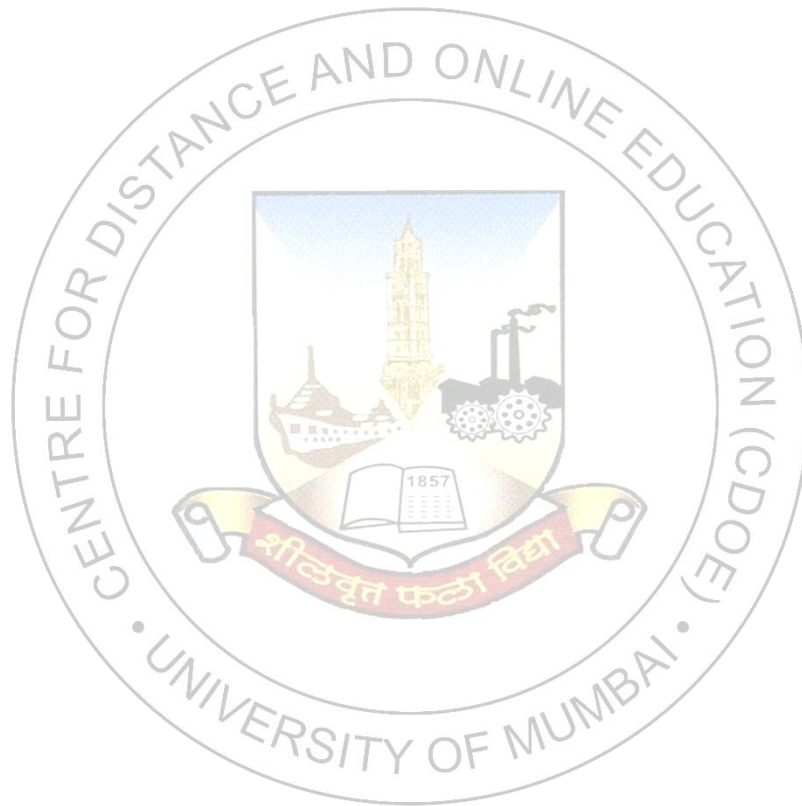
In this chapter conclusions will be provided along with the Limitations of the study, as well as scope for further research can be provided.

Note: If required more chapters of data analysis can be added.

- **References** – This will include the list of the books, journals, articles, magazines, newspapers, websites, etc. used while undertaking the research. The Bibliography has to be mentioned in the APA format.

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- **Appendix-** It shall contain a list of supplementary material which may be helpful in providing further support for the research undertaken.



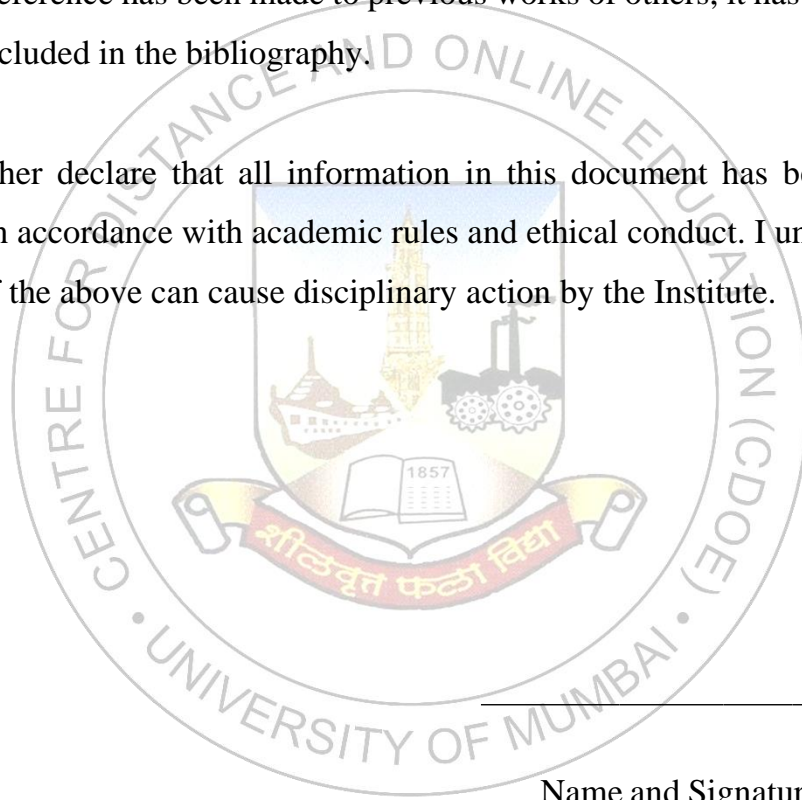
Declaration by the learner

I, the undersigned Miss / Mr. _____ *Name of the learner* _____ hereby,
declare that the work embodied in this project work titled “ _____
_____ *Title of the Project* _____ ”,

forms my contribution to the research work and it is a result of my research work and
has not been previously submitted to any other University for any Degree/ Diploma.

Wherever reference has been made to previous works of others, it has been indicated as
such and included in the bibliography.

I, here further declare that all information in this document has been obtained and
presented in accordance with academic rules and ethical conduct. I understand that any
violation of the above can cause disciplinary action by the Institute.



Name and Signature of the learner

Evaluation /Gradation/Passing Criteria

- The Project Component will be evaluated for 75 marks and Internal assessment will be conducted for 25 marks.
 - Minimum Marks required for Passing is 40 percent.
 - Projects should be submitted within the time frame announced by the Institute
 - Any delays in the Project submission will not be entertained
 - Incase of failing submission of project, the same title can be submitted at the time of repeaters examination.
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