



University of Mumbai

Centre for Distance and Online Education

Guidelines for Field Project (FP)

For

Post Graduate Programmes

SEMESTER II

As per NEP 2020

Introduction

The inclusion of field project 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 field 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 semester 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 field project.

Guidelines for the Preparation of Field Project

- **The Field project topic may be undertaken from any topic given or related to respective 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 Field Project will be evaluated for 100 Marks
- The report shall be prepared as per the broad guidelines given below:
 - The field project has to be submitted in the Handwritten Format on One Side Ruled A4 Sizesheets already provided in the project manual.
 - The field 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 Field Project is
submitted for the award
of
MA/M.Com/MSc Degree
in the subject of

Title

Submitted by the
name of the Learner

Seat Number

Signature of the Learner

ACADEMIC YEAR _____

On separate page

CONTENTS

Sr. No.	Title	Page No.

List of tables, if any, with page numbers.

List of Graphs, if any, with page numbers.

List of Appendix, if any, with page numbers.

Abbreviations used (if any):

Structure of the Project Work

Chapter 1: Introduction

- Purpose of the Visit: Outline the objectives and expected outcomes of the field visit.
- Background Information: Provide context about the site(s) visited, including historical and cultural significance.
- Scope of the Report: Define the boundaries of what the report will cover.

Chapter 2: Literature Review

- Review relevant literature on the site(s) visited, focusing on previous studies, historical accounts, and critical analyses of the literary significance.

Chapter 3: Methodology

- Describe the approach and tools used for data collection during the visit (e.g., observational methods, interviews, archival research).
- Discuss the rationale behind the chosen methods.

Chapter 4: Field Work Descriptions, Observations and Analysis

- Provide detailed descriptions of each site visited/ Field work carried out.
- Include observations related to the Field work's relevance to topic selected.
- Use photographs, diagrams, and sketches, etc. to support the descriptions.
- Analyze the data collected in relation to the study objectives.

Chapter 5: Conclusion and Recommendations

- Discuss how the findings from the visit contribute to the understanding of subject area.
- Summarize the key findings and their significance.
- Offer recommendations based on the research findings for further study or preservation efforts.

References

- List all sources cited in the report in a consistent format.

Appendices

- Include additional data, interview transcripts, notes, or documents that are relevant to the report but not integral to its main text.

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

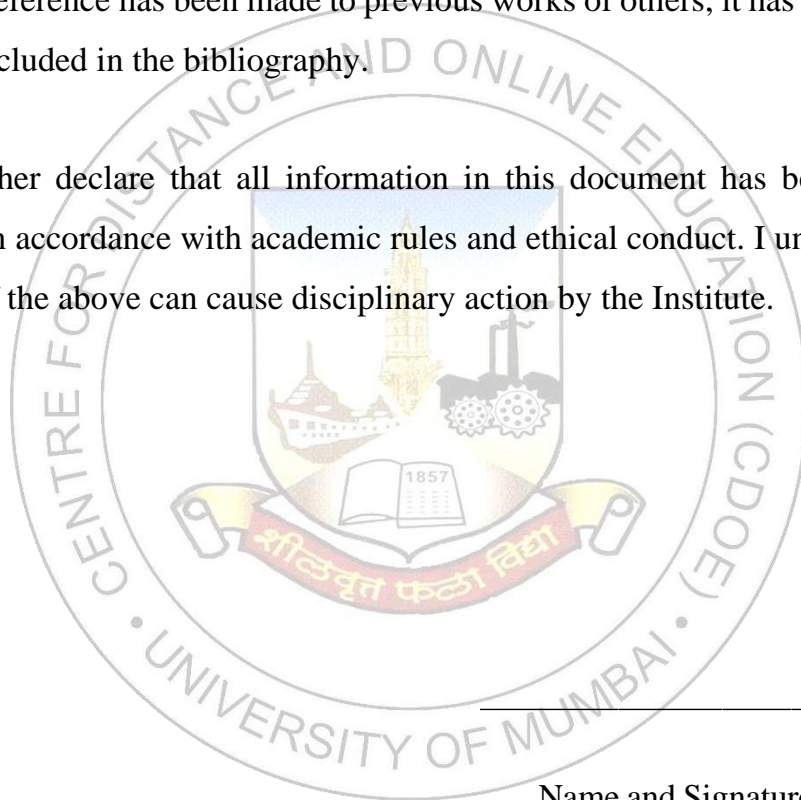
Declaration by the learner

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

(*Title of the Field 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 100 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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