

ಮಂಗಳೂರು
MANGALORE



ವಿಶ್ವವಿದ್ಯಾನಿಲಯ
UNIVERSITY

ಕುಲಸಚಿವರ ಕಛೇರಿ

ಮಂಗಳಗಂಗೋತ್ರಿ - 574 199

Office of the Registrar

Mangalagangothri - 574 199

ದಿನಾಂಕ/Date: 27.02.2024

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NOTIFICATION

Sub: Implementation of guidelines for Mini Project -reg.

The draft guidelines of Mini Project for NEP-2020 Under Graduate programmes of VI semester is hereby notified for implementation with effect from the academic year 2023-24 and onwards, subject to the approval of the Academic Council.


REGISTRAR

To,

1. The Registrar (Evaluation), Mangalore University.
2. The Principal, Constituent/ Affiliated /Autonomous Colleges of Mangalore University, Mangalagangothri.
4. The Superintendent (ACC), O/o the Registrar, Mangalore University.
5. The Asst. Registrar (ACC), O/o the Registrar, Mangalore University.
6. Guard File.

MANGALORE UNIVERSITY

Draft Guidelines for the conduct of Mini Project

1. Introduction:

Mini/Minor project gives the experiential learning to a student which focuses on conducting work on a project topic under the supervision of an academic staff member. This type of project typically requires developing a testable hypothesis, involves background reading, and requires systematic evaluation of a particular strategy or solution for a specific problem or topic applicable to a particular area of interest.

A Mini project provides a valuable introduction for students interested in possibly moving into a higher study, research and may result in collaborative publications with the project supervisor. Students attempting this type of project are expected to learn the appropriate research methodologies and techniques necessary to support their project and present them.

2. Objectives:

- Develop an ability to conceptualize, formulate, and conduct simple research projects.
- Learn to make informal assessments and judicious use of research studies and findings on a particular subject/area.
- To encourage students to conduct research to gather relevant data, analyze market trends, or understand consumer behaviour
- Develop skills for use of library and documentation services for research/project work.
- Develop attitudes favourable to the judicious integration of practice, research and theory.
- Develop ability for logical reasoning & critical analysis.
- To help students gain insights into the current business environment by analyzing case studies, market trends or industry reports.
- To encourage students to develop entrepreneurial skills by creating projects that involve business planning, idea generation, and feasibility analysis.
- To equip students with skills and knowledge that are relevant to their future careers.

3. Guidelines for the Mini Project:

- Mini Project work is a mandatory paper for the VI semester. A student shall compulsorily select a topic in consultation with the faculty or guide and report the same to the head of the department in writing.
- The topic of the mini project shall be relevant to any of the disciplines specific core papers opted by the student. In case of multidisciplinary programmes like BA, B.Sc. where the student is studying two major core courses / subjects, the student can select any one major subject for undertaking the project. The title may indicate the field in which the research is being carried out and as far as possible the title should be simple, clear and precise. The student should specify the methodology which he/she is going to adopt to carry out the project.

- The topic of such a mini project shall be finalized only after the concerned department approves the same.
- Duration of the mini project is 15 weeks including examination.
- Students can opt to do the mini-project individually or as a team consisting of not more than 4 members.
- The guide has to prepare the students for project by imparting the theoretical knowledge, areas to be considered for the study, getting permission from business organizations/industries, flow of the study, practical aspects of preparation of the report, contents of the report, etc.
- Report should be about 25-50 pages.
- At the end of the mini-project, students are expected to prepare a Report on the same and submit a draft copy to the teacher in charge within 10th week of the VI semester. The concerned teacher will suggest corrections in the report and taking into account the same, the students will prepare and submit a final report in the prescribed format by 12th week of the VI semester.
- Presentation and Viva should be completed by 14th week of the VI semester.

4. Format of the Mini Project:

The project shall contain the following sections:

Section – I: It's a formal general section and shall have the following details;

- Every report should be either Spiral bound or Hard Cover Page bound (**2 copies in all**) – One for the student and the other to be submitted to the department.
- The cover page of the Hard Cover bound (Spiral bound – First Inner cover page) must contain details of the students:
 - Logo of Mangalore University
 - Name of the College.
 - Title of the mini project in Times New Roman Font 16 size, bold and centre.
 - Submitted to - Guide Teacher Name (12 Size Times New Roman font).
 - Name of the Student (Capital & 14 Times New Roman font size and bold & centre).
 - UUCMS register Number (12 Size Times New Roman Font)
 - Name & designation of the project supervisor and department name (12 Size Times New Roman font)
- Entire report will be presented in 11 size Times New Roman Font.
- Report will be prepared on the following lines:
 - Index page of contents – 1 page
 - Certificate of Completion from the organization.
 - Declaration of the Student

Section – II: It is a formal technical section which shall consist of the following chapters.

- Introduction – 1 to 10 pages
- Text pages should be printed on one side of the paper, preferably with 1.5 line spacing. Margins should be 1.5" on the left and 1" on the right. Top 1" and bottom 1". Use Times New Roman 14 Font size.
- Importance/Scope of the study – 2 to 3 pages
- Methodology of Study – 1 to 5 pages
- Objectives of the Study – 3 to 4 objectives maximum
- Analysis and Interpretation (not less than 10 pages inclusive of maps, charts, tables, etc.)
- List of Tables, Charts, Graphs.
- Acknowledgements – Here, the candidate may thank all those who helped in the preparation of project work.
- Major Findings, conclusions reached and suggestions/ recommendations.
- Learning Outcome of the project – 1 page
- References in APA Style.

Section – III: This section shall consist of all such additional information that is not disclosed in the body of the report.

- Copy of the tool/tools of data collection.
- Bibliography
- Photographs etc.

5. Work Load

- One project batch shall consist of a maximum of 3 or 4 students.
- One supervisor shall guide up to 10 batches /semester.
- The work load is 2hr/week/teacher, for the entire semester.

6. Responsibilities of the Head of the Department /Principal

The Head of the Department shall coordinate in executing the Mini Projects, their responsibilities can be summarized as follows:

- To assign available academic staff supervisors for Mini projects and to co-ordinate the projects by all supervisors of the department.
- To maintain a centralized project hub repository to facilitate mini project management and keep track of all projects.

7. Responsibilities of the Supervisor

The academic staff supervisor will guide students; their responsibilities can be summarised as follows:

- To Guide the students in selecting a topic and executing the Mini Project.
- To Guide the students for the literature survey, selection of methodology, data collection, data analysis, testing of the Hypothesis etc.

- To interact with the students once a week to review the progress of the work.
- To guide the students in managing the mini project from start to finish meeting the stated milestones and timelines.
- To Review the draft of the mini project report and presentation slides and provide suggestions to improve them.
- Evaluate the student's mini project work as per the assessment criteria.
- To work together with students until the submission of the final report and semester end Examination.
- Maintain all the documents related to the mini project work.

8. Responsibilities of the Students:

Students are required to exercise self-discipline, self-management, job coordination, teamwork, and trustworthiness to ensure the success of the project. Among the expected responsibilities are:

- To select a topic, review the literature, selection of appropriate methodology, data collection, data analysis, testing of the Hypothesis etc. in consultation with the supervisor.
- To adhere to the weekly meeting schedule with the supervisor to update their progress and seek advice on project matters (Attendance is compulsory as per regulation) and submit weekly reports.
- To manage the mini project from start to finish, meeting the stated milestones and timelines.
- To report immediately to the supervisor any difficulties encountered that would interrupt the work.
- To submit the Mini Project report on time.

9. Evaluation & Allocation of Marks:

- Out of 50 marks allotted for the mini project, 30 marks (to be considered as C1) are allotted for mini project Report to be evaluated by two examiners [one internal (respective supervisor) and another external examiner (other member of the faculty from the same department/subject allotted by the HOD/Principal)] and 20 Marks (to be considered as C2) for the Presentation and Viva-Voce to be awarded by the supervisor.
- Report will be evaluated for 30 marks by both internal and external examiners keeping in mind the guidelines for the same in consultation with each other. The presentation will be made by every student to the respective supervisor.
- A copy of the marks awarded both in C1 and C2 shall be submitted to the Principal through the Head of the Department.

10. Outcomes:

- Students will deepen their understanding of theoretical concepts learned in their courses.
- Helps to bridge the gap between academic learning and practical application, preparing students for future challenges in their careers.
- This process fosters students' problem-solving abilities, enabling them to approach complex problems with confidence and creativity.

- Mini projects that are conducted in teams, will cultivate teamwork and collaboration skills. Learning to work effectively with others, delegate tasks, and resolve conflicts, prepares students for collaborative work environments commonly encountered in the business world.
- Depending on the project topic and scope, students may have the opportunity to explore current industry practices and trends. This exposure provides valuable insights into the dynamics of the business world/industry trends and helps students stay updated on relevant developments in their field of study.
- Develop a conceptual framework to address the identified problem statement by applying the research methodology concepts and theories. Test and validate data to address the research questions/hypothesis.

11. Conclusion:

At the end of the mini project, interns would have the opportunity to reflect on their experiences and receive feedback from their supervisors. They could discuss lessons learned, challenges faced, and areas for further improvement or exploration.

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