

St. Pious X Degree & PG College for Women

Reaccredited with A+ Grade by NAAC

Autonomous College, Affiliated to Osmania University

Snehapuri colony, Nacharam, Hyderabad-76

Project Work Guideline

General Overview

- Project Work is a **4-credit course** aimed at applying knowledge to **real-life problems, analysis, and exploration.**

Group Formation

- Each project must be carried out in groups, with a maximum of **5 students for Undergraduate (UG)** courses
- Each group is assigned a **subject-specific mentor (faculty supervisor).**
- Students must:
 - Maintain **regular contact** with the supervisor
 - Submit **progress drafts periodically**

Subject Selection

- Groups may select **any one core subject.**

Nature of Project

A project may involve:

- Research and analysis of new concepts
- Data collection and scientific evaluation
- Real-life problem solving

Research Project Report Format (B.A / B.B.A / B.Com / B.Sc)

Sequence of Pages

1. Title Page
2. Student Declaration
3. Supervisor's Certificate
4. Acknowledgement
5. Abstract
6. Table of Contents
7. List of Tables
8. List of Figures
9. Chapters (1–4)
10. Bibliography / References

11. Appendices (if any)

Chapter 1: Introduction

- Introduction to the topic
- Background of the study
- Statement of the problem
- Importance of the study (National / International)
- Objectives
- Research questions / Hypotheses
- Scope and limitations

Chapter 2: Literature Review / Materials and Methods **Theoretical and Analytical**

- Review of literature
- Present status of the problem
- Research gap
- Sources of data (Primary / Secondary)

Practical and experimental

- Materials used
- Experimental design
- Methods and procedures
- Data collection techniques

Chapter 3: Data Analysis & Interpretation

- Tables, graphs, charts
- Statistical analysis
- Interpretation
- Findings

Results and Discussion

- Experimental results
- Statistical analysis
- Discussion and comparison

Chapter 4: Summary and Conclusions

- Summary of the study
- Conclusions
- Implications
- Recommendations
- Scope for further research

Bibliography / References

- Books, Journals, articles, websites
- Standard referencing style

APA Style

Book

Sharma, R. (2018). *Research methodology: Methods and techniques*. New Delhi: Pearson.

Journal Article

Gupta, A. K., & Mehta, S. (2020). Sustainable development in India. *Journal of Social Studies*, 15(2), 45–58.

<https://doi.org/10.xxxx/xxxxx>

Website

World Health Organization. (2023). *Climate change and health*.

<https://www.who.int>

Technical Details

- Paper: A4
- Font: Times New Roman
- Font size: 12
- Line spacing: 1.5
- Margins: Left 2.5”, Right 1”, Top 1”, Bottom 1”
- Page numbering at bottom centre
- Tables and figures numbered consecutively
- Original work; plagiarism check recommended

Pagination Format

- The pages from **Title Page to Table of Contents** should be numbered using **Roman numerals** (i, ii, iii, iv, ...).
- The pages starting from **Chapter 1: Introduction onwards** should be numbered using **Arabic numerals** (1, 2, 3, ...).

Submission Requirements

- Each student must submit **one individual copy** of the project report.
- **Each individual copy must include the details (names, register numbers, and signatures) of all group members.**
- Each group must also submit:
 - **Two additional copies:**
 - One for the **Department**
 - One for the **Examination Branch of the College**

- The **Department copy and Examination Branch copy must be Hard Bound.**
- The **student copies may be Spiral Bound / Soft Bound / Hard Bound.**

Total copies per group = 7 (5 individual copies + 2 institutional copies) for a group of five students.

Important Rules

- Work must be **original**
 - **Plagiarism is strictly prohibited**
 - Proper referencing is mandatory
 - Reuse of previous projects is not allowed
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