



MADHYA PRADESH BHOJ (OPEN) UNIVERSITY

INTERNSHIP/PROJECT POLICY: **GUIDELINES & PROCEDURES**

**FOR UNDERGRADUATE (HONORS)
AND POST GRADUATE PROGRAMME STUDENTS**



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Context of undergraduate and postgraduate students at an Open University

- **University- MPBOU** refers Madhya Pradesh Bhoj (Open) University.
- **Internship/Project/Research Projects** refers to the internship/project carried out at the organization/institute to fulfill the objectives assigned for fulfillment of Degree.
- **Industry/Institute/Organization** refers to entities or establishments where students can apply their academic knowledge in real-world environments and gain practical experience. These entities provide students with opportunities for internships, research projects, or work-based learning, allowing them to enhance their skills and competencies relevant to their academic program. Here's a breakdown:

1. Industry:

Definition: Companies, corporations, or sectors related to the student's field of study (e.g., manufacturing, IT, healthcare, finance, etc.).

Purpose: Provide students with practical exposure to industry operations, professional environments, and hands-on experience with tools and technologies used in their field.

Example Activities: Internships, industry-led projects, work placements, collaboration on product development, etc.

2. Institute:

Definition: Educational or research institutions, think tanks, and centers of excellence.

Purpose: Provide opportunities for students to engage in academic research, advanced learning, and knowledge creation. This includes scientific investigations, scholarly studies, or participating in large-scale research initiatives.

Example Activities: Research assistantships, participation in academic conferences, work on scholarly publications, or involvement in institutional projects.

3. Organization:

Definition: Non-governmental organizations (NGOs), public service institutions, or non-profit organizations.

Purpose: Enable students to engage in community development, social responsibility, and policy-related projects, focusing on societal, ethical, and environmental issues.

Example Activities: Volunteering, social work internships, policy analysis projects, working on public welfare campaigns, or participating in community outreach programs.

CHAPTER 1

INTERNSHIP/RESEARCH PROJECT & ITS IMPORTANCE

1.1. INTRODUCTION

The rise in global competition has prompted organizations to devise strategies to have a talented and innovative workforce to gain a competitive edge. Developing an Internship/Research Project policy is an impactful strategy for creating a future talent pool for the industry. The Internship/Research Project program not only helps fresh pass-outs in gaining professional know-how but also benefits, corporate on fresh perspectives on business issues and even discovering future business leaders.

The interaction of Institutions with the industries has been restricted to the level of faculty communications and 2 to 4 hour industrial/institutes visits by the students generally. The institutions are under a great stress to renew education offered by them, to be as close as possible to the industrial requirement and expectations. Competition in the job sector is rising exponentially and securing entry-level jobs is getting very difficult, as the students passing out from institutions lack the experience and skills required by industry. MPBOU has initiated various activities for promoting Industrial Internship/Research Project at the graduate level. The main aim of these initiatives is enhancement of the employability skills of the students passing out from the University. MPBOU has prepared a model curriculum with the help of prominent academician's employable graduates as per the needs of the industries. The model curriculum includes the Internship/Research Project for students of six months' duration at different stages of the programme.

Keeping this in view, MPBOU has developed this Internship/Research Project Guidelines for organizing Internship/Research trainings at degree level. These guidelines comprise of Steps for Establishing, Maintaining & Fostering Internship/Research Project. MPBOU's MoUs with various Ministries, Government/ Non-Government/ Private organizations to facilitate Internship/Research Project have also been included.

The Internship/Research Project experience will augment outcome-based learning process and inculcate various attributes in a student in line with the graduate attributes defined by the Curriculum and Credit Framework for the Four Year UG Programmes/PG Programmes of the UGC released in December, 2022, National Curriculum Framework (NCF) August, 2023.

The National Education Policy (NEP)¹, 2020 suggests that students must actively engage with the practical side of MPBOU learning as part of a holistic education to further improve MPBOU employability. It states that students at all MPBOU will be provided with opportunities for internships with local industries and businesses as well as research internships with faculty and researchers at MPBOU's own or other MPBOU/research institutions.

University Grants Commission (UGC) released National Credit Framework (NCrF)² in April 2023. It underscores the significance of experiential learning as part of the curricular structure through internships, on-the-job training, industrial projects, etc. The focus is further streamlined through the Guidelines for Internship/Research Internship released later in October 2023.

In line with the NEP and tracing the provisions of NcrF, Government of Madhya Pradesh has subsequently released Government orders (GOs)³ to reinforce NEP implementation and credit revision across Madhya Pradesh MPBOU. The detailed guidelines for curriculum interventions for Four Year B.A./ B.Sc./ B.Com Honors has been prepared. To foster holistic education, which encompasses hands-on experience, the focus of Government now turns towards strengthening the internship ecosystem through a formalized Internship Policy. This strategic move comes as a response to the NEP's call for students to engage with practical learning through internships and apprenticeships, a practice proven to enhance employability and refine skill sets.

1.2. OBJECTIVES

Internship/Research Project are educational and career development opportunities, providing practical experience in a field or discipline. They are structured, short-term, supervised placements often focused around particular tasks or projects with defined timescales. An Internship/Research Project may be compensated, non-compensated or some time may be paid. The Internship/Research Project has to be meaningful and mutually beneficial to the intern and the organization. It is important that the objectives and the activities of the Internship/Research Project program are clearly defined and understood. Following are the intended objectives of Internship/Research Project training:

- Academic and Knowledge Development
- Deepen Understanding of Key Concepts: Enhance knowledge in a particular field of study by applying classroom learning to real-world problems or research inquiries.

- **Develop Critical Thinking:** Strengthen the ability to critically analyze data, theories, and practices related to the chosen field of research or internship.
- **Advance Research Methodologies:** Learn and apply research methodologies, including qualitative and quantitative techniques, to gather, analyze, and interpret data effectively.
- **Practical and Professional Skills**
- **Gain Practical Experience:** Translate theoretical knowledge into practical skills by working on real-world projects or research initiatives in a professional or academic environment.
- **Develop Technical Skills:** Acquire new technical skills relevant to the internship or research project, such as lab techniques, software usage, or industry-specific tools.
- **Improve Problem-Solving Abilities:** Enhance problem-solving and decision-making skills by addressing challenges and obstacles encountered during the internship or research project.
- **Personal and Professional Development**
- **Build Communication Skills:** Strengthen both written and oral communication abilities, especially in reporting findings, preparing presentations, or collaborating with peers and supervisors.
- **Develop Time Management and Organization:** Learn how to manage time effectively, prioritize tasks, and stay organized while juggling the demands of an internship or research project.
- **Enhance Teamwork and Collaboration:** Foster the ability to work within a team, learning how to collaborate with colleagues, supervisors, or peers across different areas of expertise.
- **Career Exploration and Networking.**
- **Explore Career Opportunities:** Gain insight into potential career paths by working directly within an industry or research setting, building networks, and identifying areas of interest for future job or academic opportunities.
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1.3. BENEFITS OF INTERNSHIP/RESEARCH PROJECT

1.3.1. Benefits to the Industry

- **Access to Emerging Talent:** Companies and organizations gain early access to a pool of motivated and skilled students, who can bring fresh perspectives and innovative ideas, potentially leading to long-term employment opportunities for the company.
- **Cost-Effective Labor:** Interns provide valuable contributions at a lower cost compared to full-time employees, allowing businesses to complete additional tasks, research, or projects while reducing labor expenses.
- **Fresh Ideas and Innovation:** Students often approach problems with new perspectives, challenging existing norms and introducing creative solutions that can lead to process improvements, innovation, or the development of new products and services.
- **Enhanced Reputation and Corporate Social Responsibility:** By offering internships and research opportunities, companies demonstrate their commitment to education, workforce development, and corporate social responsibility, enhancing their reputation within the community and industry.
- **Potential for Future Employees:** Internship and research programs serve as an effective talent pipeline. By working with students, companies/organizations can evaluate their skills, work ethic, and fit with the company/organization culture before offering them full-time positions, reducing the risk associated with hiring new employees.

1.3.2. Benefits to Students

- **Practical Application of Knowledge:** Internships and research projects allow students to apply the theoretical knowledge gained in the classroom to real-world situations, deepening their understanding of core concepts and enhancing their problem-solving abilities.
- **Skill Development:** Students gain valuable skills such as research methodologies, technical proficiency, communication, teamwork, and project management, which are highly sought after by employers and useful in graduate studies.
- **Career Exploration:** Internships and research projects provide a hands-on way to explore different career paths, helping students make informed decisions about their future.

professions and areas of interest.

- **Networking Opportunities:** Engaging in internships or research connects students with professionals, academics, and peers in their field, which can lead to mentorship, future job opportunities, or recommendations for advanced studies.
- **Enhanced Resume and Professional Experience:** Completing an internship or research project adds valuable experience to a student's resume, making them more competitive in the job market or for graduate programs. It demonstrates initiative, practical experience, and a commitment to professional growth.

1.3.3. Benefits to the University

- **Increased University Prestige and Rankings:** University that facilitate high-quality internships and research opportunities can boost their reputation and standing in academic rankings, attracting top students, faculty, and funding.
- **Stronger Industry/Organization Partnerships:** Collaborating with industry/organization for internships/research project fosters stronger connections with them, leading to potential partnerships for research funding, development projects, and knowledge exchange.
- **Enhanced Student Success and Employability:** University that provide practical experiences improve student employability and career readiness, leading to higher placement rates and stronger alumni networks.
- **Curriculum Relevance and Innovation:** Internships and real-world research experiences help the university stay connect with current industry trends, ensuring that its curriculum remains relevant, innovative, and aligned with market needs.
- **Attraction of Grants and Research Funding:** Facilitating research projects often leads to opportunities for grants, funding, and sponsorships from both private companies and government bodies, boosting the university's research capabilities.
- **Alumni Engagement and Donations:** Successful alumni who shall be benefited from internships or research during their studies are more likely to remain engaged with the university and contribute through mentorship, networking opportunities, or financial donations.

CHAPTER - 2

MPBOU GUIDELINES FOR ORGANIZING INTERNSHIP/RESEARCH PROJECTS

2.1. INTERNSHIP/PROJECT DURATION AND ACADEMIC CREDENTIALS

The following framework is proposed to give academic credit for the internship undergone as part of the programme. A minimum of 4 credits of Field Work/Project/apprenticeship/community engagement and service may be counted toward 1ST 2ND, 3RD Year of Bachelors degree and 12 credits for the 4TH Year of Bachelors (Honours) programme. Here, 1 credit is equivalent to minimum 30 hours of work. Therefore, a full-time intern is expected to spend 30 hours per week on Internship, Training, Research Project work, Seminar activities etc. This will result in about nearly 700 hours of total internship duration for Undergraduate and 360 hours for Postgraduate students. Internships/Research Projects may be full-time or part-time; they are full-time/part-time during the academic session. MPBOU curriculum is flexible to adjust internship/research work duration. Therefore, opportunities must be provided for experiences that cannot be anticipated when planning the course. The University have the flexibility to schedule internship, Project work, Seminar etc. according to the availability of the opportunities. However, minimum requirement regarding Internship duration and credits is as follows:

Table:1 Credit Framework for Internship/Research Project

Year	Schedule	Duration		Activities	Credits	
		(UG/Honours)	(PG)		(UG)	(PG)
1	6 months before the Term End Examination	2-3 weeks	2-3 weeks	Inter/ Intra Institutional/Incubation Centre of the MPBOU. • Activities	4	4
2	6 months before the Term End Examination	2-3 weeks	7-8 weeks	Industrial/Govt./ NGO/MSME/ Rural Internship/ Innovation / Activities	4	4
3	6 months before the Term End Examination	2-3 weeks		Industrial/Govt./ NGO/MSME/ Rural Internship/ Innovation Entrepreneurship, Activities	4	-
4	6 months before the Term End Examination	7-8 Weeks		Research Project work/ Seminar	12	-

Table1 states that 6 months before the Term End Examination, students are required to be involved in Inter/ Intra Institutional Activities viz; Training with higher Institutions; Soft skill training organized by Training and Placement Cell of the respective institutions; contribution at incubation/ innovation /entrepreneurship cell of the institute; participation in conferences/ workshops/ competitions etc.; Learning at Departmental Lab/ Tinkering Lab/ Institutional workshop; Working for consultancy/ research project within the institutes and Participation in all the activities of Institute's Innovation Council (MPBOU) for eg: Incubation Centre (MPBOU)/IPR workshop/Leadership Talks/ Idea/ Design/ Innovation/ Business Completion/ Technical Expos etc. Incubation Centre (MPBOU) is registered under Ministry of Micro, Small and Medium Enterprises, India.

In 4th Year, students are ready for industrial/research experience. Therefore, they may choose to undergo Internship /Research/ Innovation / Entrepreneurship related activities. Students may choose either to work on innovation or entrepreneurial activities resulting in start-up or undergo internship with industry/ NGO's/ Government organizations/ Micro/ Small/ Medium enterprises to make themselves ready for the industry. In case student want to pursue their family business and don't want to undergo internship, a declaration by a parent may be submitted directly to the PO.

Students, including working professionals studying at the University, can pursue **research** and **internship** opportunities while earning their Bachelor of Science or Bachelor of Arts Honors degrees. These opportunities are available in **virtual modes** or through institutions such as **press organizations, startups, schools, government agencies, media houses, museums, hospitals, research institutes, NGOs, consultancy firms, libraries, art galleries, law firms, corporate offices, and international organizations**. Engaging in research or internships helps students apply academic knowledge in real-world settings, develop critical skills, expand their professional networks, and enhance both their career prospects and academic growth.

MPBOU has taken various initiatives to connect MPBOU approved institutions located in a particular district with nearby villages for technological intervention and networking for holistic transformation of the rural population by identifying the possibilities of localized employment, convergence, cost reduction, Youth and Women empowerment etc. Keeping this in view, MPBOU Rural/ Social Internship/Research Programme has been proposed. It is proposed that if a student chooses any of the suggestive activity under MPBOU Activity Programme, devotes 6 months (required Internship/Research duration) and achieve significant goals, during his

Degree/Honors programme, his credit requirement for the internship/research will be considered fulfilled.

During the 4th Year, students may take Project Work & Seminar as specified in the curriculum of the University. Every student is required to prepare a file containing documentary proofs of the activities done by him. The evaluation of these activities will be done by Programme Head/Cell In-charge/ Project Head/ TPO/ faculty mentor/Academic Counselor (Study Centre of the University) or Industry Supervisor as specified in the Table 2.

The Table 2 gives the Overall compilation of internship/research activities, list of sub-activities under each of these segments, the level of achievement expected, evidence needed to assign the points and the minimum duration needed for certain activities.

Table – 2 Overall compilation of Internship/Research Activities / Credit Framework

Major Head of Activity	Credits (Max.)		Suggested period (Max.)	Total Duration/ Week		Sub Activity Head	Proposed Document as Evidence	Evaluated by	Performance appraisal/ Maximum points/ activity
	UG	PG		UG	PG				
Inter/ Institutional Activities	4 (1 st , 2 nd , 3 rd Year)	4 (1 st Year)	6 months before the Term End Examination	2-3	2-3	Inter/ Intra Institutional Workshop/ Training/	Certificate	Programme Head	Satisfactory/ Good/ Excellent
						Working for consultancy/ research project	Certificate	Programme head	Satisfactory/ Good/ Excellent
						Fest/Fair (Technical / Business / Others) Events/	Certificate	Programme Head	Satisfactory/ Good/ Excellent
						Contribution in Incubation, Innovation/ Entrepreneurship Cell/ Institutional Innovation Council (MPBOU)	Certificate	Cell In-charge	Satisfactory/ Good/ Excellent
						Learning at Departmental Lab/Tinkering Lab/ Institutional workshop	Certificate	Cell In-charge	Satisfactory/ Good/ Excellent
Innovation / IPR / entrepreneurship	4 (1 st , 2 nd , 3 rd Year)	4 (1 st Year)	6 months before the Term End Examination	2-3	2-3	Participation in innovation related completions for eg. Hackathons etc.	Certificate	Faculty Mentor	Satisfactory/ Good/ Excellent
						Development of new product/ Business Plan/ registration of start-up	Certificate	Programme Head	Satisfactory/ Good/ Excellent
						Participation in all the activities of Institute's Innovation Council (MPBOU) for eg: IPR workshop/ Leadership Talks/ Idea/ Design/ Innovation/ Business Completion/ Technical Expos etc.	Certificate	President/ Convener of ICC	Satisfactory/ Good/ Excellent

						Work experience at family business	Declaration by Parent	TPO	Satisfactory/ Good/ Excellent
Internship	4(1 st , 2 nd , 3 rd Year)	4 (1 st Year)	6 months before the Term End Examination.	2-3	2-3	(Internship with Industry/ Govt. / NGO/ PSU/ Any Micro/ Small/ Medium enterprise/ Online Internship	Evaluating Report	Faculty Mentor/ TPO/ Industry supervisor	Satisfactory/ Good/ Excellent
Rural Internship	4(1 st , 2 nd , 3 rd Year)	4 (1 st Year)	6 months before the Term End Examination	2-3	2-3	Long Term goals under rural Internship	Evaluating Report	Faculty Mentor/ TPO/ NSS/NCC head	Satisfactory/ Good/ Excellent
Research Project Work/ Seminar/	12 (4 th Year)	12 (2 nd Year)	6 months before the Term End Examination	7-8	7-8	As specified in the curriculum of the University.	Project Report	Project Head	Satisfactory/ Good/ Excellent

2.2. ROLE OF TRAINING & PLACEMENT CELL OF THE UNIVERSITY/ACADEMIC COUSSELLORS (STUDY CENTRES) IN PROVIDING INTERNSHIP/RESEARCH PROJECT

The MPBOU have a dedicated Training and Placement Cell headed by Training and Placement Officer (TPO)/ Academic Counselor (Study Centre of the University). In any institute/Organization TPO plays an important role in boosting the career of students. The purpose of the Training and Placement Officer/Academic Counselor (Study Centre of the University) is to guide students to choose the right career and to plan for programs and activities to enhance knowledge, skill, attitude and the right kind of aptitude to meet the manpower requirements of the Industry/Organization. The overall role of the Training & Placement cell of the University/Academic Counselor (Study Centre of the University) is of a facilitator and counselor for training and placement related activities.

The industry/organization is always on the lookout for students who are vibrant, energetic individuals and ready to accept challenges, attentive, with a good academic background, fast learners, open to learning even at work and more importantly possessing good communication skills. TPO/Academic Counselor (Study Centre of the University) shall assist students to develop/clarify their academic and career interests, and their short and long-term goals through individual counselling and group sessions. The placement cell/Academic Counselor (Study Centre of the University) shall act as a contact place and facilitator to arrange internship/research of the students, campus visits and conduct of the selection process of students of the University.

Further, to assist students for internship/training/research, Training & Placement cell/Academic Counselor (Study Centre of the University) shall also design and implement internal curriculum, take classes, arrange experts, arrange agency for student's Personality Development, Improve Communication Skills, Vocabulary, prepare students for Resume Preparation & Email Writing, Group Discussion, Interview Skills, Aptitude Training & Practice Tests, Technical report writing, presentation skills, Foreign Languages proficiency etc.

Training and Placement Officer of the University will be supported by an Academic Coordinators for Training and Placement Activities and Faculty Supervisors/Mentors designated by the Head of the concerned Departments/ School of Studies. Academic coordinators and Faculty Supervisors/ Mentors will be nominated at the beginning of the Academic year for each batch.

2.3. INTERNSHIP/RESEARCH GUIDELINES

The T&P cell/Academic Counselor (Study Centre of the University) will arrange internship/research for students in industries/organization as per MPBOU guidelines. The University may also device system for arranging & managing internships. The general procedure for arranging internship is given below:

Step 1: Request Letter/ Email from the office of Training & Placement cell should go to Industry/Research institutes to allot various slots of 2-3 weeks as internship periods or 7-8 weeks research oriented project for the students. Students request letter/profile/ interest areas may be submitted to industries for their willingness for providing the training. (Sample attached)

Step 2: Industry/ Research institutes/Organization will confirm the training slots and the number of seats allocated for internships/Projects via Confirmation Letter/ Email. In case the students arrange the training themselves the confirmation letter will be submitted by the students in the office of Training & Placement through concerned department. Based on the number of slots agreed to by the Industry/ Research institutes, TPO/ Academic Counselor (Study Centre of the University) will allocate the students to the Industry/ Research institutes. In addition, the internship slots may be conveyed through Telephonic or Written Communication (by Fax, Email, etc.) by the TPO/ Academic

Counselor (Study Centre of the University) or other members of the T&P cell / Faculty members who are particularly looking after the Final Internship/Project Work of the students.

Step 3: Students on joining Training at the concerned Industry / Organization, submit the Joining Report/ Letters / Email.

Step 4: Students undergo industrial training at the concerned Industry / Organization/ Research institutes. In-between Faculty Member(s) evaluate(s) the performance of students once/twice by visiting the Industry/Organization and Evaluation Report of the students is submitted in department office/TPO/ Academic Counselor (Study Centre of the University) with the consent of Industry persons/ Trainers. (Sample Attached)

Step 5: Students will submit training report after completion of internship/research project.

Step 6: Training Certificate to be obtained from industry/ research institutes.

Step 7: A list of students will be issued by Training and Placement Cell/ Academic Counselor (Study Centre of the University), who have completed their internship/research project successfully.

2.4. GUIDELINES FOR THE STUDENTS

Internship/research project is a student centric activity. Therefore, the major role is to be played by the students. At the commencement of the session, all the students will be required to submit “student internship/research programme application” before the prescribed date (Format attached) to the Training and Placement Cell/ Academic Counselor (Study Centre of the University)

2.5. Guidelines and Resources for Virtual Internship/Research Projects for Working Professionals

MPBOU has also approved Virtual Internship Program for inservice students which aims to provide students of Open and Distance Learning with real-world, practical experience relevant to their academic fields. This initiative seeks to enhance employability skills, bridge the gap between theoretical knowledge and industry practices, and foster self-directed learning.

A virtual Internship/Research Project is a work experience program where the participant (intern) gains experience while working in a remote professional setting and is not physically present at the

job location.

The following guidelines pertain to virtual Internship/Research Project positions, and should be used in conjunction with the student's Internship/Research Project Experience form on Handshake (if student is completing the Internship/Research Project for academic credit):

1. **Defined Learning Goals.** Prior to the Internship/Research Project, students must identify learning goals to be completed which are aligned with the Company/Organization/Institute in which they are as employee or collaborators. They could incorporate desired industry-related knowledge, skills, and abilities required for successful career advancement. Supervisors will work with the intern at the beginning of the Internship/Research Project to develop a plan to ensure that the established goals are met, and check in regularly throughout the Internship/Research Project to see if the intern is on track to meet these goals.
2. **Thorough onboarding and orientation.** In order for the intern to get oriented and established in their new working environment, supervisors should plan for the intern's first day on the job to be focused on orientation and training. Consider a Zoom (or similar a synchronous meeting platform) to facilitate the following: meeting other staff members, learning about the organization, reviewing organization-wide communication standards and workplace expectations (including taking required legal breaks, lunches, and system of tracking hours), and reviewing the student's defined learning goals. In addition provide electronic written documentation of the orientation and guidelines. This will provide the intern the chance to ask clarifying questions, as this might be their first professional work environment, and is likely their first virtually-based position.
3. **Timely Feedback.** Similar to online learning environments, supervisors should review intern deliverables and provide timely feedback to students on a regular basis. Supervisors are asked to schedule feedback meetings for a minimum of thirty minutes each week to engage in direct mentorship with the student regarding their progress towards learning outcomes and areas of professional development. Pre-planned training topics should also be discussed during these sessions. Synchronous meeting platforms should be used for this portion of the Internship/Research Project, including video conferencing or telephone, not email or messaging platforms.
4. **Consistent Communication.** Summative feedback should be provided consistently at least once per week. This includes an update on expected work activities for the week, outcomes from prior work submissions, and other relevant announcements pertaining to the organization. A good

practice is to schedule a regular email report around or on the same day each week.

5. **Pre-arranged Schedules.** Although a key feature of remote Internship/Research Projects is the flexibility of the work schedule, supervisors and interns should agree upon a definitive time allotment per week and per day for Internship/Research Project activities. Shift caps – defining the amount of accrued time allotted for any given task – are strongly recommended to avoid unreasonable work demands on the student and any conflict with reported Internship/Research Project hours. If a defined work schedule and/or shift cap is not established, disputes may result as to how long tasks took the student to perform. Students may have unrealistic expectations of time on tasks because this may be new to them.
6. **Organizational Involvement.** In addition to facilitating a remote or virtual Internship/Research Project, site supervisors should make a good faith effort to integrate the intern into the organization's work culture. After initial onboarding orientation, this may include client visits and attendance at select team meetings, use of company tools and resources, and any other forms of access to other staff members.
7. **Contextualize work.** Student interns benefit from tasks being contextualized. Rather than just assigning “to do” deliverables, communicate why the work is important. What is it contributing towards or connected to? How will this task contribute to the greater good of the project/department/organization?
8. **Beginners.** This may be the first time your intern has worked in an independent work environment which necessitates such high levels of self-motivation and personal organizational skills. The more support and tools you equip them with in this new environment, the more easily they will adapt.

Virtual internships or research projects for working professionals

- PM Internship scheme
- Internshala
- FutureLearn
- Tata Consultancy Services (TCS) iON Digital Learning Hub
- Forage
- Coursera
- EdX
- UpGrad

- LinkedIn Learning
- AICTE Internship Portal

CHAPTER – 3

GUIDELINES FOR INDUSTRY/INSTITUTE FOR PROVIDING

INTERNSHIP/RESEARCH PROJECT

For meeting the objectives of the internship/research project programme and successful implementation, Internship/Research program has to be designed keeping in view the institute/company's requirements and students' profile. Design of internship/research programme can be developed by institute/industry in collaboration with the University. It may be comprised of the following steps:

3.1. IDENTIFY TARGETS/GOALS

A meaningful discussion with management in the organization can create a consensus on program goals that can be understood by all involved.

- What does the institute/company hope to achieve from the interns?
- Is it a non-profit organization that doesn't have a lot of money to pay, but can provide an interesting and rewarding experience?
- Is the organization searching out new employees with management potential?

3.2. PREPARE A WRITTEN PLAN

Carefully plan and write the internship/research project program – An internship/research project plan has to be developed which will be referred to by industry supervisor/mentor, interns and institute faculty. An internship/research plan should incorporate the following:

- Job description/internship/research duties.
- Name of the project, if any.
- Internship/research project- Schedule and Expected learning outcomes.

Students can offer a fresh perspective to the research, business, strategies, and plans. To really reap these benefits, students may be included in brainstorming sessions and meetings etc.

3.3. ALLOCATION OF STUDENTS TO INDUSTRY/INSTITUTE

After the allocation of internship/research project by the industry/institute, the students have to

be allocated to the industry/institute. In case the industry/institute wants to select the students based on their requirements, the industry/institute can conduct an interaction/ interview with the students and select the students. In case the industry/institute leaves it to the University to select the students, TPO/ Academic Counselor (Study Centre of the University) may evolve transparent criteria for allocation of students to the industry/institute based on the requirements and students' interest.

CHAPTER – 4

INTERNSHIP/RESEARCH PROJECT REPORT

4.1. STUDENT'S DIARY/ DAILY LOG

The main purpose of writing daily diary is to cultivate the habit of documenting and to encourage the students to search for details. It develops the students' thought process and reasoning abilities. The students should record in the daily training diary the day to day account of the observations, impressions, information gathered and suggestions given, if any. It may contain the sketches & drawings related to the observations made by the students.

The daily training diary should be signed after every day by the supervisor/ in charge of the section where the student has been working. The diary should also be shown to the Faculty Mentor visiting the industry/institute from time to time and get ratified on the day of his visit.

Student's Diary and internship/project report should be submitted by the students along with attendance record and an evaluation sheet duly signed and stamped by the industry/institute to the University immediately after the completion of the training/project. It will be evaluated on the basis of the following criteria:

- Regularity in maintenance of the diary.
- Adequacy & quality of information recorded.
- Drawings, sketches and data recorded.
- Thought process and recording techniques used.
- Information of the Organization.

4.2. INTERNSHIP/RESEARCH PROJECT REPORT

After completion of Internship/Research Project, the student should prepare a comprehensive report to indicate what he has observed and learnt in the training/research period. The student may contact Industrial Supervisor/ Faculty Mentor/TPO/ Academic Counselor (Study Centre of the University) for assigning special topics and problems and should prepare the final report on the assigned topics. Daily diary will also help to a great extent in writing the report since much of the information has already been incorporated by the student into the daily diary. The training report should be signed by the Internship/project Supervisor, TPO/ Academic Counselor (Study Centre of the University) and Faculty Mentor. The Internship/Research report will be evaluated on the basis of following criteria:

- Originality.

- Adequacy and purposeful write-up.
- Organization, format, drawings, sketches, style, language etc.
- Variety and relevance of learning experience.
- Practical applications, relationships with basic theory and concepts taught in the course.

4.3. PROJECT WORK SCHEME

- The problem for project may be selected from an appropriate Industry or Institution in consultation with Coordinator. The candidate is expected to work under the guidance of a project guide for at least for a period as decided. In case the project work is taken up in an external Industry/Institution, the project shall have two guides: one in the participating organization (Industry/Institution) who is the external guide and the other shall be one of the faculty members from Department who is the internal guide.
- The evaluation at the end of 4th year shall be conducted by a project evaluation committee will be consisting of Course Coordinator, an internal examiner/project guide and external examiner. The external examiner shall be a subject expert in the concerned subject from any organization other than that of the project guide and is selected from the panel of experts submitted by the Examination committee. The dissertation shall be evaluated by the external examiner.
- Three bound copies along with a soft copy of the dissertation shall be submitted to the Head of the Department/Coordinator within the last date prescribed by the Department / School for the purpose.
- The student should submit soft copy of the thesis alongwith ANTI- PLAGIARISM check and the plagiarism report to the department and be included in the final thesis. The Thesis will be accepted for submission, if the similarity index is less than 30%. If the similarity index has more than the required percentage, the student is advised to modify accordingly and re-submit the soft copy of the thesis. The maximum number of re-submissions of thesis after plagiarism check is limited to TWO. The candidate has to register for the Project work and work for 6 months to One Year. After three attempts, the admission is liable to be cancelled.
- The candidate shall make an open defence of his/her dissertation which will be followed by a viva-voce examination. The grade/marks shall be given to the students according to the level and quality of work and presentation/documentation.

4.4. Facility for students to do project work with Collaborators outside MPBOU

A student may undertake to execute the project in collaboration with an Industry, Research and Development Organization or another academic institution/University where sufficient facilities exist to carry out the project work. The students have to get the prior approval from the Course Coordinator about the choice of the institution/industry/R&D organization with which the students are associated for continuing their project work.

The student may interact and work with an approved external co-supervisor in a collaborating organization. Students shall require to submit request through Course Coordinator for permission from the department Committee to proceed to work with the external co-supervisor. The Course Coordinator in consultation with department committee shall examine the requests from such students, and fix in advance area of project work, and the name and designation of an external guide (Industry/Institute/Organisation).

- The students are expected to follow the rules of the collaborating institute but shall continue be governed by the rules and regulations of the MPBOU.
- If they are doing their project work in an educational institution then the institution is to be preferably an institution of State or national repute .
- Students availing this facility should continue as regular student of the parent institution itself. They should have an external as well as an internal guide. The internal guide should belong to the parent institution and external guide should be from the institution/industry/R&D organization with which the student is associated for doing the project work.
- They shall be reporting to the external supervisor(s) for their internship/research project work on their Report/Thesis and shall be in constant touch with the internal supervisor(s) at MPBOU. This may be through a regular video/audio conferencing or through regular reporting.
- The student has to furnish his/her monthly progress as well as attendance report signed by the external guide. The external guide and internal guide are to be preferably present during all stages of evaluation of the project work. In case the external guide is not present, the internal guide can alone take the responsibility of conducting the evaluation with external examiner.

- When working with collaborators outside the University, the IP rights will be as decided between the supervisor(s), and the sponsoring agency, if any. Any such arrangement shall be done with the concurrence of the Committee, and shall not interfere with the ability of the student to write his/her thesis and publish results of the work.
- A student who wishes to take up professional employment after completing the second semester shall obtain permission from the Head of the Department/School and Course Coordinator. The student will be permitted to carry out the project work in the recognized government/autonomous/public sector institution / organization where they are employed on production of a certificate from the Head of that institution/organization to the effect that the student is permitted to carry out the project at the institution/organization.
- There shall be two seminar presentations during 1th to 4th year. A student shall collect the literature on the advanced topic in relevant fields and critically review the literature and submit it to the department in a form of report and shall make an oral presentation before the Department Academic Committee consisting of Head of the Department, Course Coordinator, seminar coordinator and other senior faculty members of the department. For each Seminar there will be only internal evaluation for 50 marks. A candidate has to secure a minimum of 50% of marks to be declared successful. If he fails to obtain the minimum mark, he has to reappear for the seminar during the supplementary examinations. The word 'Seminar' implies presentation of Technical Report, presentation/ discussion on the state of Art.

CHAPTER – 5

MONITORING & EVALUATION OF INTERNSHIP

The industrial training of the students will be evaluated in three stages:

- 5.1. Evaluation by Industry/Institute.
- 5.2. Evaluation by faculty supervisor/ Academic Counselor (Study Centre of the University) on the basis of site visit(s).
- 5.3. Evaluation through seminar presentation/viva-voce at the University.

5.1. EVALUATION BY INDUSTRY/INSTITUTE

The industry/institute will evaluate the students based on the Punctuality, eagerness to learn, Maintenance of Daily Diary and skill test in addition to any remarks.

5.2. MONITORING/ SURPRISE VISIT BY TPO/ ACADEMIC COUNSELOR (STUDY CENTRE OF THE UNIVERSITY)/ STAFF/ FACULTY MENTOR

TPO/ Academic Counselor (Study Centre of the University)/Staff/ Faculty Mentor of the University will make a surprise visit to the internship/research project site, to check the student's presence physically, if the student is found absent without prior intimation to the T & P Cell, entire training will be cancelled. Students should inform the TPO, Academic Counselor (Study Centre of the University), faculty mentor as well as the industry/institute supervisor at least one day prior to availing leave by email. Students are eligible to avail 3-day leave in 4 weeks and 6 days leave in 7 weeks of the internship/project period apart from holidays and weekly offs.

5.3. EVALUATION THROUGH SEMINAR PRESENTATION/VIVA-VOCE AT THE UNIVERSITY

The student will give a seminar based on his training/project report, before an expert committee constituted by the concerned department as per norms of the University. The evaluation will be based on the following criteria:

- Quality of content presented.
- Proper planning for presentation.
- Effectiveness of presentation.

- Depth of knowledge and skills.
- Attendance record, daily diary, departmental reports shall also be analyzed along with the Internship/Project Report. Seminar presentation will enable sharing knowledge & experience amongst students & teachers and build communication skills and confidence in students.

CHAPTER – 6

INTERNSHIP PROGRAMME /INDUSTRIAL / RESEARCH PROJECT GUIDELINES FOR UG (HONORS) and PG GRADUATE LEVEL STUDENTS

The Model Curriculum of MPBOU has prescribed Standardized academic structure for all UG (Honors) Programs and PG Programmes with uniform credit distribution. Focus is on development of advanced knowledge and specific skills required for industrial development. Student may choose Industrial problem as Dissertation topic. The proposed Credit Framework for the same is as follow:

Table:1 Credit Framework for Internship/ Industrial/Research Project.

S.N	Schedule	Activities	Duration	Credits
1	4 th Year UG	• Industrial Project/ Dissertation	7-8 weeks	12

1.1. Guidelines

- The candidate should submit a synopsis of the proposed work to be done during Internship programme /Research project / Industrial Project/ Dissertation/ Industrial Dissertation. The synopsis received should be examined or evaluated by the departmental committee to ensure that the proposed work is equivalent to UG (Honors in Major Subject)/ PG dissertation work. This synopsis should be submitted to the department before the candidate is relived.
- Intimation of commencement of internship/research shall be submitted to the HOD/ Academic Counselor (Study Centre of the University) concerned before the commencement of the ongoing Year.
- Two guides, One External and One Internal will supervise the internship/research project work, one from the department of the university and another one from industry. External guide will be from the concerned industry/institute. Internal guide will be from the University/Study Centre.
- Industry/Institute must submit the month-wise satisfactory attendance of the students to the department/study centre.
- Candidate should regularly report the university/study centre and present his/her project progress report to their respective guide(s).

- The final project presentation is evaluated on the basis of the recommendation given by outside supervisor, and further can be evaluated by the university's assigned guide.
- If the internship/ research project is not found qualitative, then the student will have to reappear in the next Year for their UG (Honors)/ PG dissertation work.
- If, the candidate wants to publish internship/research work in conferences and journals, then he needs to take permission/ consent from the institute/organization/industry where he has undergone the internship/project work.
- If the student feels that the internship/project work is not related to their field of interest, then he/ she should submit the application to the department within one week from the date of allocation of internship/project work and can change the topic.
- Industry/ Institute/Organization should allow producing results obtained during project/ internship period in the report. The written certificate to this effect from the industry/ institute/Organization is mandatory before consideration of the proposed project/ internship.

CHAPTER – 7

MPBOU'S ASSISTANCE/ FACILITATION

7.1. MoUs WITH DIFFERENT ORGANIZATIONS TO FACILITATE INTERNSHIP / RESEARCH PROGRAMME

In order to facilitate internships for the students, MPBOU has been identifying organizations/Ministries both in India & abroad and signing MoUs. MPBOU has signed many MoUs with Industries, Training institutions, Govt. bodies.

The MoUs signed by MPBOU are as follows:

SL. No.	NAME OF MOUs
1	Ananya Package Pvt. Ltd. 79, New Industrial Area - Ii, Mandideep
2	Orange Owl, Bhopal
3	Association Of All Industries, Mandideep
4	Tech Academy Bangalore
5	Daulatram Engineering Services Pvt Ltd. Bhopal
6	Skill Council For Persons With Disability
7	Department Of Empowerment Of Persons With Disability
8	National Centre For Skill Development & Entrepreneurship
9	Consortium For Educational Communication , New Delhi
10	Dr. Hari Singh Gour University, Sagar
11	Broadcast Engineering Consultants India Limited
12	Mahatma Gandhi Chitrakoot Gramodaya University Chitrakoot, Satna Mp
13	Commonwealth Educational Media Center For Asia , New Delhi
14	Lincoln University, Malaysia
15	Rehabilitation Council Of India
16	School Guru Eduserve Pvt. Ltd., Mumbai
17	Research For Resurgence Foundation Nagpur
18	Awadhesh Pratap Singh University, Rewa (M.P.)
19	Saylor Academy
20	Vikram University Ujjain
21	Institute For Excellence In Higher Education , Bhopal
22	National Commission For Scheduled Tribes , New Delhi

23	Mp Water And Land Management Institute , <u>Bhopal</u>
24	Environmental Planning And Coordination Organization, <u>Bhopal</u>
25	Centre For Entrepreneurship Development Madhya Pradesh, <u>Bhopal</u>
26	Sanchi University Of Buddhist – Indic Studies, Raisen
27	EDCIL India Limited
28	University Of Science & Technology Meghalaya
29	Srijan Sanchar
30	Council Of Scientific & Industrial Research -AMPRI, Bhopal
31	Nalanda Open University, Patna (Bihar)
32	Dr. B.R. Ambedkar Open University, Hyderabad
33	Vardhman Mahaveer Open University Kota
34	Pandit Sundarlal Sharma State (Open) University Bilaspur
35	J.K. Hospital J.K. Town Sector Kolar Bhopal
36	Veterans India

7.2. MAPPING OF INTERNSHIP PROGRAMME OUTCOME WITH GRADUATE ATTRIBUTES

Graduate Attributes	Activities Proposed	Outcome
Knowledge	- Engage in academic and industry-relevant research projects. - Attend expert sessions/workshops to enhance domain knowledge.	- Develop a strong theoretical and practical understanding of key concepts. - Strengthen core disciplinary knowledge.
Problem Analysis	- Analyze industry-related problems during the internship. - Conduct case studies or participate in problem-solving tasks.	- Ability to break down complex problems and suggest solutions. - Enhance critical thinking and analytical skills.
Design/Development of Solutions	- Collaborate in designing and implementing innovative solutions. - Participate in product development or system design projects.	- Ability to develop viable and scalable solutions. - Apply theoretical knowledge to practical design challenges.
Conduct Investigations of Complex Problems	- Conduct investigations into complex industry-specific problems. - Gather, interpret, and analyze data to derive meaningful conclusions.	- Develop research skills to investigate, analyze, and solve complex issues. - Methodological approach to problem-solving.
Modern Tool Usage	- Learn and use modern tools/software	- Proficiency in using modern tools

Graduate Attributes	Activities Proposed	Outcome
	relevant to their field. - Practice with advanced simulation, design, or analysis tools used in industry.	and technologies. - Gain experience in applying technological solutions in real-world contexts.
The Society	- Analyze the social impact of industry projects. - Participate in community development or socially responsible projects during the internship.	- Develop an understanding of the societal implications of professional solutions. - Awareness of social responsibility.
Environment and Sustainability	- Assess the environmental impact of solutions or projects. - Engage in sustainability-oriented projects or research.	- Understand the importance of sustainable development in engineering and design. - Incorporate eco-friendly practices.
Ethics	- Address ethical dilemmas and challenges in the workplace. - Participate in discussions on professional ethics and corporate governance.	- Develop ethical decision-making skills. - Understand and practice ethical responsibility in professional work.
Communication	- Present internship findings in written reports and oral presentations. - Participate in team discussions, meetings, or industry panels.	- Improve verbal and written communication skills. - Ability to present ideas clearly and professionally in diverse settings.
Life-long Learning	- Reflect on the skills learned and identify future learning needs. - Stay updated with industry trends, new technologies, and best practices.	- Develop an attitude of continuous improvement and learning. - Build capacity for independent learning and professional development.

CHAPTER- 8

ACADEMIC CREDENTIALS & MONITORING OF INTERNSHIP/PROJECT FOR UG (HONORS)

8.1. Internship

A minimum of 4-12 credits, out of the required minimum 120/160 credits, of a 3-year UG degree/4-year UG degree (Honours) can be assigned for Internship as per the National Higher Education Qualifications Framework (NHEQF) and Curriculum and Credit Framework for Undergraduate Programme (CCFUP). An internship of 120 to 360 hours duration will be mandatory for the students enrolled in UG Degree/Honours programmes as per the UGC ODL and Online Regulations 2020.

8.2. Field Project/ apprenticeship/community engagement and service

For the 4-year UG degree programme (Honours), engagement of students in the dissertations/project during the 4th Year of 12 credits will be considered as a mandatory component for the award of the degree. The students need to essentially submit the project/dissertations/thesis/project work to the allotted Guide. The submission of the report with the conduction of viva will also be a component for the successful evaluation of the dissertation/project/thesis/Project work.

8.3. Competencies to be developed during internships

3-year UG degree and 4-year UG degree (Honours) programme will be operating strictly adhering to NEP-2020, NHEQF and CCFUP provisions. Based on the higher education qualification level descriptors for Level-5.5 and Level-6 some of the competencies with research orientation should be attained by the students by studying the courses under the Research Ability Enhancement Courses (RAEC).

- The students should be well-versed with the techniques and methods that would support knowledge creation.
- The students should have an understanding of complex problem statements and the ability to develop solutions for real-life problems.
- The students will possess a good comprehension ability to interpret the oral and written

communications and present own interpretations that would provide support for appropriate skills in research work in future.

- The student will be able to enhance academic productivity by developing writing and reading skills and can make contributions towards social and economic issues from their research in future.
- The research intern can possess an attitude and skill of adaptability and flexibility for new challenges at organisational and individual level with a mindset of teamwork and collaborations.

8.4. Duration and Slots for Internship in Curriculum

Each undergraduate student may complete an internship of 4 credits during the 1st, 2nd, and 3rd year of the UG Degree and 12 credits during 4th year of the UG Degree(Honours) programme focussing on Hands-on Training/Short Research Project will be required to choose courses as given in Table

Table: Activities, Suggested Duration along with a corresponding number of credits of Internship Programme:

Undergraduate Course	Schedule	Duration	Suggested Activities	Credits
3-year UG degree/ 4-year UG degree (Honours)	Submit the project report to the Coordinator of the study centre within 4months before the term end examination of each session.	120 - 360 hours (Each Session of the Year)	Hands-on Training/Short Research/Project/Seminar attendance/Read assigned journals to prepare for seminars/ Study certain entrepreneurs/Social projects/ Study of the enterprises/farmers	4 credits for 1 st , 2 nd , and 3 rd year 12 credits for 4 th year

8.5. Guidelines for the Fieldwork/Internship/Project are as follows:

A. PROJECT FORMULATION:

This component of Fieldwork/Internship/ Project may be taken with the followingperspectives

- The component should be done in an application area of admitted programme having relevant field.

- Comprehensive case study (covering single organization/multifunctional area problem, formulation analysis and recommendations) also may be conducted.
- Inter-organisational study aimed at inter-organisational comparison also may be conducted.
- Evolution of any new conceptual / theoretical/practical framework.
- Field study (empirical study).
- It may be based on primary or secondary data.

B. PROPOSAL/SYNOPSIS/PLAN OF ACTION:

Learners will have to submit when the detailed guidelines will be made just before commencement.

C. TYPE OF THE FIELDWORK/INTERNSHIP/PROJECT:

The learners are expected to work on the scientific idea related to the relevant topic/interdisciplinary field of the programme preferably in some specific issue/topic related to selected course of the admitted programme. Learners are encouraged to work in the areas closely associated with their programme of study. The learner can formulate a project problem with the help of her/his Guide and submit the project proposal for approval to the Coordinator of the respective study centres. Approval of the project proposal is mandatory. If approved, the learner can commence working on it, and complete it.

D. STEPS INVOLVED IN THE PROJECT WORK

The project work should be done by the learner only. The role of the guide should be about guidance wherever any problem encounters during the preparation of project. The following are the major steps involved in the preparation of project, which may help you to determine the milestones and regulate the scheduling of the project:

- Select a guide in consultation with the coordinator (be in touch with the guide during the work).
- Select a topic.
- Prepare the project proposal in consultation with the project guide.
- Submit the project proposal (two copies, one to be returned to the candidate after approval) along with the necessary documents to the Coordinator of the study centre.

- Receipt of the project approval from the Coordinator of the study centre.
- Carry out the project-work.
- Prepare the project report.
- Submit the project report to the Coordinator of the study centre within 4 months before the term end examination of each session.
- Appear for the viva-voce as per the schedule declared by the University.
-

E. RESUBMISSION OF THE PROJECT PROPOSAL IN CASE OF NON-APPROVAL:

- In case of non-approval, the suggestions for reformulating the project will be communicated to the learner by the Centre Coordinator. The revised project synopsis along with a new proforma, should be re-submitted along with a copy
- of the earlier synopsis and non-approval project proposal proforma to the Centre Coordinator.
- If the learner wants to undertake a new project by changing his/her earlier project proposal, he will have to justify his new choice. Without valid ground and certification from his/her guide, no change in project proposal will be entertained.
- In any case, changes in project proposal will not be allowed after submitting the second project proposal. The second proposal will be considered as final.
- It is necessary that the learners finalize their project proposal well ahead of time.
- It is to be noted that changes in project proposal will not be entertained in the last month of the programme.
- In order to complete the project in due time, a learner should devote at least 120 days for his/her project. This time should be judiciously divided into various phases like field study & interview, data collection, data tabulation, data interpretation and data analysis if the project is based on fieldwork.
- If the learner chooses an academic area concerning evolution of any new conceptual / theoretical/practical framework, a synopsis needs to be submitted with adequate review of literature, and formulation of research objectives, research questions and hypotheses as may be applicable.

F. PROJECT PROPOSAL FORMULATION

The project proposal should be prepared in consultation with the guide. The project proposal should clearly state the project objectives. The project proposal should contain complete details in the following form:

- Proforma for Approval of Project Proposal duly filled and signed by both the learner and the Project Guide with date.
- Synopsis of the project proposal (4-6 pages) covering the following aspects:
 - (i) Title of the Project
 - (ii) Introduction and Objectives of the Project
 - (iii) Methodology
 - (iv) Project Planning and Scheduling
 - (v) Reference.
- Violation of the project guidelines will lead to the rejection of the project at any stage.

G. PROJECT REPORT SUBMISSION

After completion of the work two copies of the report need to be submitted to the Centre Coordinator and a copy of the report should be kept by the candidate. The candidate should carry the copy of the report at the time of viva voce examination and get it verified and signed by the examiner. Out of the two copies submitted to the respective Study Centre Coordinator, one copy is to be marked as 'University Copy' and the second copy is to be marked as 'Study Centre Copy'.

H. ASSESSMENT GUIDELINES FOR PROJECT EVALUATION:

Each component of the project work and the viva voce carries its own weightage, so the learner needs to concentrate on all the sections given in the project report formulation.

I. PROJECT EVALUATION:

The Project Report is evaluated and learner in order to be declared successful in the project must secure passing marks as per the University norms (i) Project Evaluation and (ii) Viva-voce. The learners must compulsorily clear both the components of the project. If a learner submitted the project report as per the schedule and fails to attend viva, her/his Project will remain incomplete and should contact the Coordinator of the study centre. The candidate may use power point for viva-voce in consultation with the project guide.

J. ARRANGEMENT OF CONTENTS

The sequence in which the project report should be arranged and bound should be as follows:

1. Cover Page
2. Inside cover page
3. Certificate of Originality by the Project Guide
4. Acknowledgement
5. Abstract
6. Table of Contents
7. List of Tables
8. List of Figures
9. Chapters
10. References

11. PAGE DIMENSION AND BINDING SPECIFICATIONS: The project report should be prepared in A4 size, and should be in spiral binding. Abstract –Abstract should be a one page synopsis of the project work, typed in double line spacing (about 300 words with maximum 6 key words). Font Style Times New Roman and Font Size 12.
12. Table of Contents–The table of contents should list all headings and sub- headings. The title page and Certificate will not find a place among the items listed in the Table of Contents. 1.5 line spacing should be adopted for typing the matter under this head.
13. List of Tables–The list should use exactly the same captions as they appear above the tables in the body of the report. 1.5 line spacing should be adopted for typing the matter under this head.
14. List of Figures –The list should use exactly the same captions as they appear below the figures in the body of the text. 1.5 line spacing should be adopted for typing the matter under this head.
15. Chapters- The chapters may broadly be divided into the following parts with minimum total number of pages ranging from 50 to 700-
 - Introductory chapter
 - Objectives and importance (significance) for the Study,
 - Research Methodology opted for the Study (stating nature, sources, collection of data; research tools and techniques to be used; sampling procedure)
 - Limitations and Scope of the Study

- Data Analysis and Interpretation
- Conclusion
- References

16. List of References- The listing of references should be typed 4 spaces below the heading “REFERENCES” in alphabetical order, in single spacing and left- justified. Typing Instructions- The impression on the typed copies should be black in colour. 1.5 line spacing should be used for typing the general text. The general text shall be typed in the Font style: ‘Times New Roman’ and Font size: 12. Use A4 (210 mm X 297 mm) for all copies submitted. Use only one side of the paper for all printed/typed matter.

Page Numbering- Every page in the project report, except the project report title page, must be numbered. The page numbering, starting from acknowledgement and till the beginning of the Introductory chapter should be printed in small Roman numbers, i.e, i, ii, iii, iv..... The page number of the first page of each chapter should not be printed. All page numbers from the second page of each chapter should be printed using numerical,

i.e. 2,3,4,5... All printed page numbers should be located at the bottom centre of the page.

Chapter Numbering- Use only Roman numerical. Chapter numbering should be centered on the top of the page using large bold print. < size 15> TEXT-COLOR -Black SECTION HEADINGS -Times New Roman 12 pts., bold print and all capitals. SUBSECTION HEADINGS -Times New Roman 12 pts., bold print and leading. capitals. ie. Only first letter in each word should be in capital. JUSTIFICATION The text should be fully justified MARGINS The margins for the regular text are as follows:

LEFT = 1.50", RIGHT = 1.00", TOP = 1.00", BOTTOM = 1.00

K. ELIGIBILITY CRITERIA OF A PROJECT GUIDE

- A Faculty of the relevant School having degree in relevant field or area(subject matter expert) , MPBOU headquarter.
- Faculties in the departments of relevant School having degree in relevant field or area (subject matter expert) which are recognized Study centres of MPBOU and having minimum five years of teaching experience.

CHAPTER – 9

EVALUATION OF INTERNSHIP

Evaluation Methodology

A sample sheet for overall evaluation of Internship has been designed. Sample excel sheet can be downloaded (for both degree as well as diploma program) from MPBOU Portal.

Note that 1 Credit corresponds to 30 hours of work. Thus, say 12 credits as in above e.g. will require a minimum of 360 hours of work to be considered for evaluation. Hours of work beyond minimum requirement may be considered for evaluation as it may help student to improve his/her net score.

In “Evaluation Sheet for Degree Courses”, Work done under respective sub-activity will be evaluated by the mentioned evaluator/In-charge. Every Sub-Activity In-charge, will send two details to the Faculty Mentor/Academic Coordinator of the student, for the sub-activity student performed under his/her guidance i.e.

- i. Total Duration (In Hours): For a particular sub activity, how many hours that student devoted.
- ii. Marks Obtained (Out of 10): For a particular sub activity, how much marks do the evaluator/In-charge of the sub-activity gives to that student.

In case of Industrial/Organization/Institute Internship/Research site should conduct seminar/presentation/checking of daily diary etc. or any other criteria to evaluate what the student has learned at Internship/concerned sub-activity, marks allotted for that sub activity will be the weighted average, with 70% weightage given to marks allotted by Industrial/Organization/Institute Supervisor / equivalent authority and 30% weightage given to marks allotted by University Panel / Faculty Mentor.

Total Hours Devoted for Internship (Working Hours) = 90

Marks Obtained (As evaluated by Industrial/Organization/Institute Supervisor) = 9

Based on Internship/Research Project Presentation at University Level, Say University Panel

gave student = 5.67 (Out of 10)

So, the final marks obtained by student for these sub-activity is

$$\frac{70 \times 9 + 30 \times 5.67}{100} \times 10 = 8$$

CHAPTER – 10

PROCEDURES / FORMATS FOR ORGANIZING

INTERNSHIPS/RESEARCH PROJECT

FORMAT 1. STUDENT INTERNSHIP/RESEARCH PROGRAM APPLICATION

Complete and submit to the TPO/ Academic Counselor (Study Centre of the University)
Internship Program Coordinator. Type or write clearly.

1. Student Name:			
2. Campus Address:		Phone:	
3. Home Address:		Phone:	
3a. Student email address:			
4. Academic Concentration		5. Internship Year: _____Year.	
6. Overall GPA/Percentage:			
9. Internship Preferences			
	Location	Core Area	Company/ institution/Institute
Preference-1			
Preference-2			
Preference-3			
Faculty mentor Signature: _____Date_____.			
Student Signature: _____Date_____.			
Signature confirms that the student agrees to the terms, conditions, and requirements of the Internship/Research Program			

FORMAT 2: REQUEST LETTER FROM INSTITUTE TO INTERNSHIP/RESEARCH PROJECT PROVIDER

To

.....
.....

Subject: REQUEST FOR ----- WEEKS TRAINING of 4 years Degree/PG Programme in the

(Organisation/Industry/Institute name)

Dear Sir,

Our Students have undergone internship training in your esteemed Organization in the previous years. I acknowledge the help and the support extended to our students during training in previous years.

You must be aware that MPBOU has made internship/project mandatory for all UG (Honors) students.

In view of the above, I request your good self to allow our following_ _____students for practical training in your esteemed organization. Kindly accord your permission and give at least ----week time for students to join training after confirmation.

S. No.	Name	Roll No.	Year	Discipline

A line of confirmation will be highly appreciated.

With warm regards,

Yours sincerely,

Training & Placement Officer/ Academic Counselor (Study Centre of the University)

FORMAT 3. OBJECTIVES/ GUIDELINES/ AGREEMENT: INTERNSHIP SYNOPSIS (THIS WILL BE PREPARED IN CONSULTATION WITH FACULTY MENTOR)

An internship/project is a unique learning experience that integrates studies with practical work. This agreement is written by the student in consultation with the faculty Mentor and Industrial/Institute/Organisation supervisor. It shall serve to clarify the educational purpose of the internship/research project and to ensure an understanding of the total learning experience among the principal parties involved.

Part I: Contact Information Student

Name: _____ Student ID# _____ Class Year: _____
Campus Address: _____
City, State: _____
Phone: _____ Email: _____

Industrial/ Institute/Organisation Supervisor

Name: _____ Title: _____
Company/Organization: _____
Internship Address: _____
City, State, Pin: _____
Phone: _____ Email: _____

Faculty Mentor

Name: _____ Phone: _____
Campus Address: _____

Academic Credit Information

Internship/Research Title: _____ Department: _____
Course #: _____ Credits: _____
Grading Option: _____ Credit/Non-credit _____
Beginning Date: _____ Ending Date: _____
Hours per Week: _____ Project is: _____ Paid
Unpaid _____

Part II: Internship/project Objectives/Learning Activities

Internship/Research Project Objectives: What do you intend to learn, acquire and clarify through this internship/project? Try to use concrete, measurable terms in listing your learning objectives under each of the following categories:

- Knowledge and Understanding
- Skills

Learning Activities: How will your internship/project activities enable you to acquire the knowledge/understanding, and skills you listed above?

On the job: Describe how your internship activities will enable you to meet your learning objectives. Include projects, research, report writing, conversations, etc., which you will do while working, relating them to what you intend to learn.

Teaching/Mentoring Activities: How your knowledge can be applied at the site of the internship/project. How you can create value through mentoring/help people learn new things.

Off the job: List reading, writing, contact with faculty supervisor, peer group discussion, field trips, observations, etc., you will make and carry out which will help you meet your learning objectives.

Evaluation: Your Internship/Project supervisor will provide a written evaluation of your internship/project. Describe in detail what other evidence you will provide to your faculty Mentor to document what you have learned (e.g. journal, analytic paper, project, descriptive paper, oral presentation, etc.) Include deadline dates.

Part III: The Internship

Job Description: Describe in as much detail as possible your role and responsibilities while on your internship/project. List duties, project to be completed, deadlines, etc. How can you contribute to the organization/site of internship/project.

Supervision: Describe in as much detail as possible the supervision to be provided/needed at the work site. List what kind of instruction, assistance, consultation you will receive from whom, etc.

Evaluation: How will your work performance be evaluated? By whom? When?

Part IV: Agreement

This contract may be terminated or amended by student, faculty coordinator or work supervisor at any time upon written notice, which is received and agreed to by the other two parties.

Student _____

Date _____

Faculty Mentor _____

Date _____

Industry/Institute Supervisor _____

Date ____

FORMAT 4: RELIEVING LETTER OF STUDENT

To

.....
.....

Subject: Relieving letter of student and Industry/Institute .

Dear Sir,

Kindly refer your letter/e-mail dated.on the above cited subject. As permitted by your good self the following students will undergo Industrial/Institutional Internship/Project in your esteemed organization under your sole guidance & directions:

S.No.	Name of Students	Roll No.	Programme

This training being an essential part of the curriculum, the following guidelines have been prescribed in the curriculum for the training. You are therefore, requested to please issue following guidelines to the concerned Trainer/Industrial/ Institutional Supervisor.

1. Internship/Project schedule may be prepared and a copy of the same may be sent to us.
2. Each student is required to prepare Internship/Project diary and report.
3. Kindly check the Internship/Project diary of the student daily.
4. Issue instruction regarding working hours during training and maintenance of the attendance record.

You are requested to evaluate the student's performance on the basis of grading i.e. Excellent, Very Good, Satisfactory and Non Satisfactory on the below mentioned factors. The performance report may please be forwarded to the undersigned on completion of training in sealed envelope.

S.No.	Name of Students	Evaluation Ranking
a	Attendance and general behaviour	
b	Relation with workers and supervisors	
c	Initiative and efforts in learning	
d	Knowledge and skills improvement	
e	Contribution to the organization	

Your efforts in this regard will positively enhance knowledge and practical skills of the students, your cooperation will be highly appreciated and we shall feel obliged.

The students will abide by the rules and regulation of the organization and will maintain a proper discipline with keen interest during their Internship. The students will report to you on dated.along with a copy of this letter.

Yours sincerely,

Training & Placement Officer

FORMAT 5: STUDENT'S DAILY DIARY/ DAILY LOG

DAY-1		DATE		
Time of arrival		Time of Departure		Remarks
Deptt./Division		Name of finished Task		
Name of HOD/ Supervisor With e- mail id				
Main points of the day				

Signature of Industry Supervisor

FORMAT 6: SUPERVISOR EVALUATION OF INTERN

Student Name: _____ Date: _____

Work Supervisor: _____ Title: _____

Company/Organization: _____

Internship Address: _____

Dates of Internship: From _____ To _____

Please evaluate your intern by indicating the frequency with which you observed the following behaviors:

Parameters	Needs improvement	Satisfactory	Good	Excellent
Behaviors				
Performs in a dependable manner				
Cooperates with co-workers and supervisors				
Shows interest in work				
Learns quickly				
Shows initiative				
Produces high quality work				
Accepts responsibility				
Accepts criticism				
Demonstrates organizational skills				
Uses technical knowledge and expertise				
Shows good judgment				
Demonstrates creativity/originality				
Analyzes problems effectively				
Is self-reliant				
Communicates well				
Writes effectively				
Has a professional attitude				
Gives a professional appearance				
Is punctual				
Uses time effectively				

Overall performance of student intern (circle one):

(Needs improvement/ Satisfactory/ _____ Good/ _____ Excellent)

Additional comments, if any:

Signature of Industry/Institute supervisor _____

FORMAT 7: STUDENT FEEDBACK OF INTERNSHIP/PROJECT (TO BE FILLED BY STUDENTS AFTER INTERNSHIP/PROJECT COMPLETION)

Student Name: _____ Date: _____

Industrial/Institute Supervisor: _____ Title: _____

Supervisor Email: _____ Project is: _____ Paid ___ Unpaid _____ Company: _____

Please fill out the above in full detail

Give a brief description of your internship work (title and tasks for which you were responsible): Was your internship experience related to your major area of study?

_____ Yes, to a large degree _____ Yes, to a slight degree _____ No, not related

at all Indicate the degree to which you agree or disagree with the following statements.

This experience has:	Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree
Given me the opportunity to explore a career field					
Allowed me to apply classroom theory to practice					
Helped me develop my decision-making and problem-solving skills					
Expanded my knowledge about the work world prior to permanent employment					
Helped me develop my written and oral communication skills					
Provided a chance to use leadership skills (influence others, develop ideas with others, stimulate decision-making and action)					
This experience has:	Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree
Expanded my sensitivity to the ethical implications of the work involved					
Made it possible for me to be more confident in new situations					
Given me a chance to improve my interpersonal skills					
Helped me learn to handle responsibility and use my time wisely					
Helped me discover new aspects of myself that I didn't know existed before					
Helped me develop new interests and abilities					
Helped me clarify my career goals					

Provided me with contacts which may lead to future employment					
Allowed me to acquire information and/ or use equipment not available at my University					

In the Institute internship/research program, faculty members are expected to be mentors for students. Do you feel that your faculty coordinator served such a function? Why or why not?

How well were you able to accomplish the initial goals, tasks and new skills that were set down in your learning contract? In what ways were you able to take a new direction or expand beyond your contract? Why were some goals not accomplished adequately?

In what areas did you most develop and improve?

What has been the most significant accomplishment or satisfying moment of your internship? What did you dislike about the internship/Project?

Considering your overall experience, how would you rate this internship? (Circle one). (Satisfactory/ Good/ Excellent)

Give suggestions as to how your internship experience could have been improved. (Could you have handled added responsibility? Would you have liked more discussions with your professor concerning your internship? Was closer supervision needed? Was more of an orientation required?)

FORMAT 8 : PROFORMA FOR EVALUTION OF INTERNSHIP/PROJECT BY UNIVERSITY

DEPARTMENT OF TRAINING AND PLACEMENT

Ph. _____ Fax _____ Email _____

Evaluation (I)_____

1. Name of Student _____ Mob. No. _____
2. University Roll No. _____
3. Subject/Year _____ Period of Training _____
4. Home Address with contact No. _____
5. Address of Training Site: _____
6. Address of Training Providing Agency: _____
7. Name/Designation of Training In- charge _____
8. Type of Work _____
9. Date of Evaluation _____
 - a) Attendance: _ (Satisfactory/ Good/ Excellent)
 - b) Practical Work: __ (Satisfactory/ Good/ Excellent)
 - c) Faculty's Evaluation: _ (Satisfactory/ Good/ Excellent)
 - d) Evaluation of Industry: _____ (Satisfactory/ Good/ Excellent)

Overall grade: (Satisfactory/ Good/ Excellent)

Signature of Faculty Mentor

Signature of Internship Supervisor

With date and stamp

***Photocopy of the attendance record duly attested by the training in-charge should be attached with the evaluation Proforma.**

FORMAT 9: INTERNSHIP EVALUATION REPORT

(For 4 years Degree/Honors Programme. / PG)

Name & Address of Organization

Sr. No.	Name of Student	Roll No.	Marks to be awarded by			OVER ALL GRADE
			Punctuality Grade (Satisfactory/ Good/ Excellent)	Maintenance of Daily Diary Grade (Satisfactory/ Good/ Excellent)	Skill Test Grade (Satisfactory/ Good/ Excellent)	

FORMAT 10: ATTENDANCE SHEET

(For 4 years Degree/Honors Programme. / PG)

Name & Address of Organization

Name of Student											
Roll. No											
Name of Course											
Date of Commencement of Training.:											
Date of Completion of Training:											

Initials of the student

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Month & Year																															

Note :

- Attendance Sheet should remain affixed in Daily Training Diary. **Do not remove or tear it off.**
- Student should sign/initial in the attendance column. Do not mark ‘P’
- Holidays should be marked in **Red Ink** in attendance column. Absent should be marked as ‘A’ in **Red Ink**.

Signature of Company/Institute internship supervisor with company stamp/ seal

(Name_____) Contact No

GUIDELINES FOR PREPARATION OF B.A./B.SC./B.COM.(HONORS) DISSERTATION

Preamble

While utmost attention must be paid to the content of the dissertation report, which is being submitted in partial fulfilment of the requirements of the M.Tech degree, it is imperative that a standard format be prescribed. The same format shall also be followed in preparation of the final soft copies to be submitted to the Library in future.

These guidelines lists only the basic requirements for preparing the thesis. Over and above the aforementioned points, a thesis should be reader-friendly in both its appearance and presentation. Several aspects of thesis preparation, particularly style of writing and presentation, have not been discussed in great detail. The student should follow appropriate ideas from standard literature of his / her area of research, and adopt a uniform style and format throughout the thesis, such as in the structural divisions/subdivisions of the thesis, in the mode of citing references and footnotes in the text, in using dimensions, units and notations, and in preparing tables and figures, etc.

1. Organization of the Dissertation

The dissertation report shall be presented in a number of chapters, starting with Introduction and ending with Summary and Conclusions. Each of the other chapters will have a precise title reflecting the contents of the chapter. A chapter can be subdivided into sections, subsections and sub-subsection so as to present the content discretely and with due emphasis. When the work comprises two or more mutually independent investigations, the dissertation report may be divided into two or more parts, each with an appropriate title. However, the numbering of chapters will be continuous right through, for example Part 1 may comprise Chapters 2 - 5, Part 2, Chapters 6 - 9.

1.1 Introduction

The title of Chapter 1 shall be Introduction. It shall justify and highlight the problem posed, define the topic and explain the aim and scope of the work presented in the dissertation report. It may also highlight the significant contributions from the investigation.

1.2 Review of Literature

This shall normally form Chapter 2 and shall present a critical appraisal of the previous work published in the literature pertaining to the topic of the investigation. The extent and emphasis of the chapter shall depend on the nature of the investigation.

1.3 Report on the present investigation

The reporting on the investigation shall be presented in one or more chapters with appropriate chapter titles. Due importance shall be given to experimental setups, procedures adopted, techniques developed, methodologies developed and adopted. While important derivations/formulae should normally be presented in the text of these chapters, extensive and long treatments, copious details and tedious information, detailed results in tabular and graphical forms may be presented in Appendices. Representative data in table and figures may, however, be included in appropriate chapters. Figures and tables should be presented immediately following their first mention in the text. Short tables and figures (say, less than half the writing area of the page) should be presented within the text, while large table and figures may be presented on separate pages. Equations should form separate lines with appropriate paragraph separation above and below the equation line, with equation numbers flushed to the right.

1.4 Results and Discussion

This shall form the penultimate chapter of the dissertation report and shall include a thorough evaluation of the investigation carried out and bring out the contributions from the study. The discussion shall logically lead to inferences and conclusions as well as scope for possible further future work.

1.5 Summary and Conclusions

This will be the final chapter of the dissertation report. A brief report of the work carried out shall form the first part of the Chapter. Conclusions derived from the logical analysis presented in the Results and Discussions Chapter shall be presented and clearly enumerated, each point stated separately. Scope for future work should be stated lucidly in the last part of the chapter.

1.6 Appendix

Detailed information, lengthy derivations, raw experimental observations etc. are to be presented in separate appendices, which shall be numbered in Roman Capitals . Since reference can be drawn to published/unpublished literature in the appendices these should precede the “Literature Cited” section.

1.7 Literature Cited

This should follow the Appendices, if any, otherwise the Summary and Conclusions chapter. The candidates shall follow the style of citation and style of listing in one of the standard journals in the subject area consistently throughout his/her report.

Examples of in-text citations:

"...end of the line for my research [13]."

"This theory was first put forward in 1987 [1]."

"Scholtz [2] has argued that..."

"Several recent studies [3], [4], [15], [16] have suggested that...."

"For example, see [7]."

Examples of citations for different materials:

Material Type	Works Cited
Book in print	[1] B. Klaus and P. Horn, <i>Robot Vision</i> . Cambridge, MA: MIT Press, 1986.
Chapter in book	[2] L. Stein, "Random patterns," in <i>Computers and You</i> , J. S. Brake, Ed. New York: Wiley, 1994, pp. 55-70.
eBook	[3] L. Bass, P. Clements, and R. Kazman, <i>Software Architecture in Practice</i> , 2nd ed. Reading, MA: Addison Wesley, 2003. [E-book] Available: Safari e-book.
Journal article	[4] J. U. Duncombe, "Infrared navigation - Part I: An assessment of feasibility," <i>IEEE Trans. Electron. Devices</i> , vol. ED-11, pp. 34-39, Jan. 1959.
eJournal (from database)	[5] H. K. Edwards and V. Sridhar, "Analysis of software requirements engineering exercises in a global virtual team setup," <i>Journal of Global Information Management</i> , vol. 13, no. 2, p. 21+, April-June 2005. [Online]. Available: Academic OneFile, http://find.galegroup.com . [Accessed May 31, 2005].
eJournal (from internet)	[6] A. Altun, "Understanding hypertext in the context of reading on the web: Language learners' experience," <i>Current Issues in Education</i> , vol. 6, no. 12, July

	2003. [Online]. Available: http://cie.ed.asu.edu/volume6/number12/ . [Accessed Dec. 2, 2004].
Conference paper	[7] L. Liu and H. Miao, "A specification based approach to testing polymorphic attributes," in <i>Formal Methods and Software Engineering: Proceedings of the 6th International Conference on Formal Engineering Methods, ICFEM 2004, Seattle, WA, USA, November 8-12, 2004</i> , J. Davies, W. Schulte, M. Barnett, Eds. Berlin: Springer, 2004. pp. 306-19.
Conference proceedings	[8] T. J. van Weert and R. K. Munro, Eds., <i>Informatics and the Digital Society: Social, ethical and cognitive issues: IFIP TC3/WG3.1&3.2 Open Conference on Social, Ethical and Cognitive Issues of Informatics and ICT, July 22-26, 2002, Dortmund, Germany</i> . Boston: Kluwer Academic, 2003.
Newspaper article (from database)	[9] J. Riley, "Call for new look at skilled migrants," <i>The Australian</i> , p. 35, May 31, 2005. [Online]. Available: Factiva, http://global.factiva.com . [Accessed May 31, 2005].
Technical report	[10] J. H. Davis and J. R. Cogdell, "Calibration program for the 16-foot antenna," Elect. Eng. Res. Lab., Univ. Texas, Austin, Tech. Memo. NGL-006-69-3, Nov. 15, 1987.
Patent	[11] J. P. Wilkinson, "Nonlinear resonant circuit devices," U.S. Patent 3 624 125, July 16, 1990.
Standard	[12] <i>IEEE Criteria for Class IE Electric Systems</i> , IEEE Standard 308, 1969.
Thesis/Dissertation	[1] J. O. Williams, "Narrow-band analyzer," Ph.D. dissertation, Dept. Elect. Eng., Harvard Univ., Cambridge, MA, 1993.

1.8 Publications by the candidate

Articles, technical notes etc. on the topic of the dissertation report published by the candidate may be separately listed after the literature cited. This may also be included in the contents. The candidates may also include reprints of his/her publications after the literature citation.

1.9 Acknowledgements : The author of the thesis can acknowledge the help and guidance received from different persons in this section. The wording should be formal rather than flowery or exaggerative as it is to be considered only as a method of recording the help

received rather than a way of pleasing some one who has helped. Any financial support received from funding agencies in the preparation of the thesis should be definitely stated here.

1.9 Acknowledgements

The acknowledgments by the candidate shall follow the citation of literature, signed by him/her, with date.

2. DISSERTATION FORMAT

2.1 Preparation of Manuscript and Copies

2.1.2 **2.1.1** The thesis needs to be prepared using a standard text processing software and must be printed in black text (color for images, if necessary) using a laser printer or letter quality printer in standard typeface. The standard font shall be Times New Roman/Arial of 12 pts with 1.5 line spacing.

2.1.3 The thesis must be printed or photocopied on both sides of white paper. All copies of thesis pages must be clear, sharp and even, with uniform size and uniformly spaced characters, lines and margins on every page of good quality white paper of 70 gsm or more.

2.1.4 Thesis should be free from typographical errors.

2.1.5 The size of the paper shall be standard A4; height 297 mm, width 210 mm.

2.1.6 **Page Format:** The Printed Sheets shall have the following written area and margins:

Top Margin 15 mm

Head Height 3 mm

Head Separation 12 mm

Bottom Margin 22 mm

Footer 3 mm

Foot Separation 10 mm

Text Height 245 mm

Text Width 160 mm

When header is not used the top margin shall be 30 mm.

Left and Right Margins

Single sided

Left Margin 30mm

Right Margin 20 mm

Page Numbering

2.3.1

2.1.5 Pagination: Beginning with the first page of the text in the thesis (chapter 1), all pages should be numbered consecutively and consistently in Arabic numerals through the appendices.

Page numbers prior to Chapter 1 should be in lower case Roman numerals. The title page is considered to be page (i) but the number is not printed.

All page numbers should be placed without punctuation in the upper right hand corner, 12 mm from the top edge and with the last digit even with the right hand margin.

2.1.6 Header: When the header style is chosen, the header can have the Chapter number and Section number (e.g., Chapter 2, Section 3) on even numbered page headers and Chapter title or Section title on the odd numbered page header.

2.1.7 Paragraph format: Vertical space between paragraphs shall be about 2.5 line spacing. The first line of each paragraph should normally be indented by five characters or 12mm. A candidate may, however, choose not to indent if he/she has provided sufficient paragraph separation. A paragraph should normally comprise more than one line. A single line of a paragraph shall not be left at the top or bottom of a page (that is, no windows or orphans should be left). The word at the right end of the first line of a page or paragraph should, as far as possible, not be hyphenated.

2.2 Chapter and Section Format

2.2.1 Chapter: Each chapter shall begin on a fresh page with an additional top margin of about 75mm. Chapter number (in Hindu-Arabic) and title shall be printed at the centre of the line in 6mm font size (18pt) in bold face using both upper and lower case (all capitals or small capitals shall not be used). A vertical gap of about 25mm shall be left between the Chapter number and Chapter title lines and between chapter title line and the first paragraph.

2.2.2 Sections and Subsections: A chapter can be divided into Sections, Subsections and Sub-sub Sections so as to present different concepts separately. Sections and subsections can be numbered using decimal points, e.g. 2.2 for the second section in Chapter 2 and 2.3.4 for the fourth Subsection in third Section of Chapter 2. Chapters, Sections and Subsections shall be included in the contents with page numbers flushed to the right. Further subsections need not be numbered or included in the contents. The Section and Sub-Section titles along with their numbers in 5 and 4mm (16 and 14 pt) fonts, respectively, in bold face shall be flushed to the left (not centered) with 15 mm space above and below these lines. In further subdivisions character size of 3 and 3.5 with bold face, small caps, all caps and italics may be used for the titles flushed left or centered. These shall not feature in the contents.

2.2.3 Table / Figure Format: As far as possible, tables and figures should be presented in portrait style. Small size table and figures (less than half of writing area of a page) should be incorporated within the text, while larger ones may be presented on separate pages. Table and figures shall be numbered chapter wise.

For example, the fourth figure in chapter 5 will bear the number Figure 5.4 or Fig 5.4 Table number and title will be placed above the table while the figure number and caption will be located below the figure. Reference for Table and Figures reproduced from elsewhere shall be cited in the last and separate line in the table and figure caption, e.g. (after McGregor[12]).

3 Auxiliary Formats

3.1 Binding: The evaluation copies of the dissertation report may be spiral bound or soft bound. The final hard bound copies to be submitted after the viva-voce examination will be accepted during the submission of dissertation report with the following colour specification:

B.A./B.Sc./B.Com.(Honors) Dissertation

3.2 Front Covers: The front covers shall contain the following details:

Full title of report in 6 mm 22 point's size font properly centered and positioned at the top. Full name of the candidate in 4.5 mm 15 point's size font properly centered at the middle of the page. A 40 mm dia replica of the Institute emblem followed by the name of department, name of the Institute and the year of submission, each in a separate line and properly centered and located at the bottom of page.

3.2.1 Lettering: All lettering shall be embossed in gold.

3.2.2 Bound back: The degree, the name of the candidate and the year of submission shall also be embossed on the bound (side) in gold.

3.3 Blank Sheets: In addition to the white sheets (binding requirement) two white sheets shall be put at the beginning and the end of the report.

3.4 Title Sheet: This shall be the first printed page of the Dissertation and shall contain the submission statement: the Dissertation Report submitted in partial fulfilment of the requirements of the M.Tech Degree, the name and Roll No. of the candidate, name(s) of the Supervisor and Co-supervisor(s) (if any), Department, Institute and year of submission.

Sample copy of the 'Title Sheet' is appended (Specimen 'A').

3.5 Dedication Sheet: If the candidate so desires(s), he/she may dedicate his/her report, which statement shall follow the title page. If included, this shall form the page 1 of the auxiliary sheets but shall not have a page number.

3.6 Approval Sheet: In the absence of a dedication sheet this will form the first page and in that case

shall not have a page number. Otherwise, this will bear the number two in Roman lower case “ii” at the centre of the footer. The top line shall be: Dissertation Approval for M.Tech

A sample copy of the Approval Sheet is appended (Specimen 'B')

3.7 Abstract: The 500 word abstract shall highlight the important features of the dissertation report and shall correspond to the electronic version to be submitted to the Library for inclusion in the website. The Abstract in the report, however, shall have two more parts, namely, the layout of the report giving a brief chapter wise description of the work and the key words.

3.8 Contents: The contents shall follow the Abstract and shall enlist the titles of the chapters, section and subsection using decimal notation, as in the text, with corresponding page number against them, flushed to the right.

3.8.1 List of Figures and Tables: Two separate lists of Figure captions and Table titles along with their numbers and corresponding page numbers against them shall follow the Contents.

3.9 Abbreviation Notation and Nomenclature: A complete and comprehensive list of all abbreviations, notations and nomenclature including Greek alphabets with subscripts and superscripts shall be provided after the list of tables and figures. As far as possible, generally accepted symbols and notation should be used.

Auxiliary page from dedication (if any) to abbreviations shall be numbered using Roman numerals in lower case, while the text starting from the Introduction shall be in Hindu Arabic.

The first pages in the both the cases shall not bear a page number.

3.10 A Declaration of Academic Honesty and Integrity: A declaration of Academic honesty and integrity is required to be included along with every dissertation report after the approval sheet. The format of this declaration is given in Specimen 'C' attached.

Specimen 'A': Title Sheet

(Title of the B.A./B.Sc./B.Com. (Honors) Dissertation)



A Dissertation Submitted in Partial

Fulfilment of the requirements

For the degree of

B.A./B.Sc./B.Com. (Honors)

Submitted by

(Name of the Student)

(Roll No. _____)

Under the Supervision of

Name of the Supervisor /s

Madhya Pradesh Bhoj Open University, Bhopal
(Month and Year)

Specimen `B': Approval Sheet

This dissertation entitled (Title) by (Student Name) is recommended for the award of the Degree of B.A./B.Sc./B.Com. (Honors) of Madhya Pradesh Bhoj Open University, Bhopal

Examiners (Name and Signature)

Date : _____

Place : _____

Specimen `C' – Declaration

I declare that this written submission entitled “ _____ ” for the award of B.A./B.Sc./B.Com. (Honors) of Madhya Pradesh Bhoj Open University, Bhopal represents my ideas in my own words and where others' ideas or words have been included, I have adequately cited and referenced the original sources. I also declare that I have adhered to all principles of academic honesty and integrity and have not misrepresented or fabricated or falsified any idea/data/fact/source in my submission.

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