

PROJECT WORK GUIDELINES

Introduction

Project Based Learning is the application of the comprehensive methodology to inculcate the spirit of strategizing industry operations in a real-time environment.

Through the new collaboration with Qollabb, students of Amity University Online's MBA program will gain structured access to live industry projects, mentorship from seasoned professionals, and certification on successful completion.

This initiative fosters essential skills such as strategic thinking, problem-solving, communication, and industry alignment.

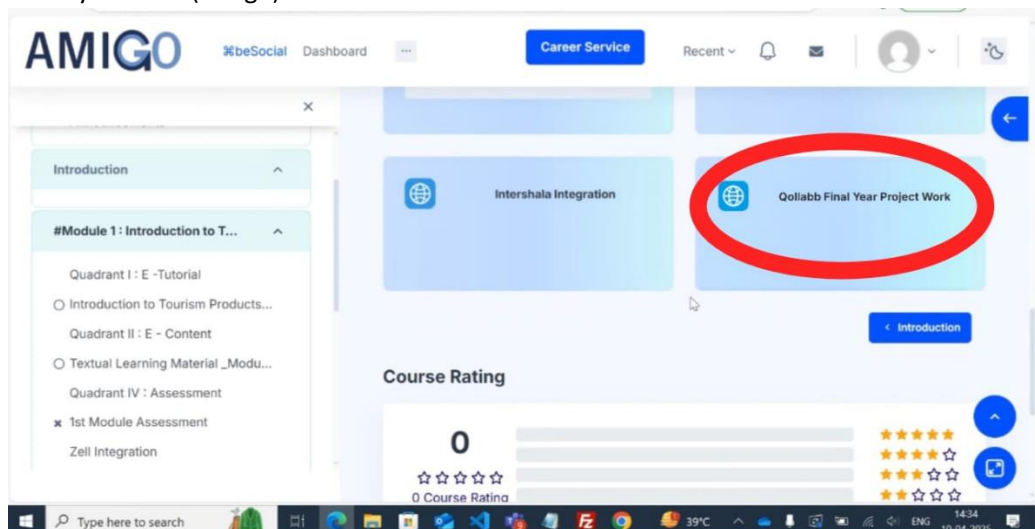
The project work aims to foster students with an opportunity to develop conceptual, analytical, communication and interpersonal skills.

To support the students in their project journey:

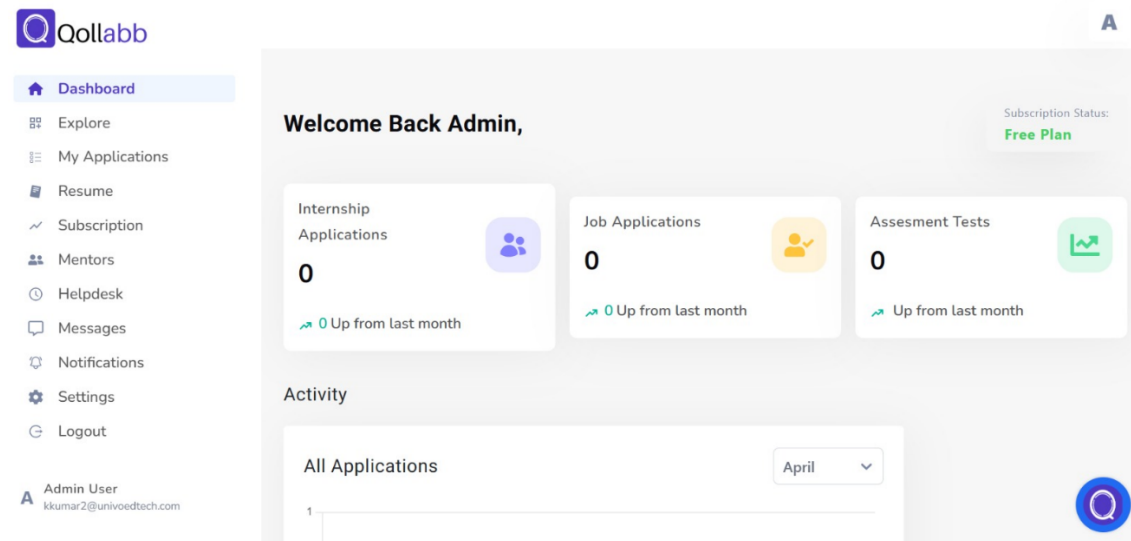
- A. Qollabb will assign relevant projects from companies that align with your specialization.
- B. Industry experts from Qollabb's network will guide and mentor you through the duration of the project.
- C. Qollabb will evaluate and certify the completed projects based on predefined criteria.

Accessing Your Project Platform

1. Go to your LMS (Amigo)

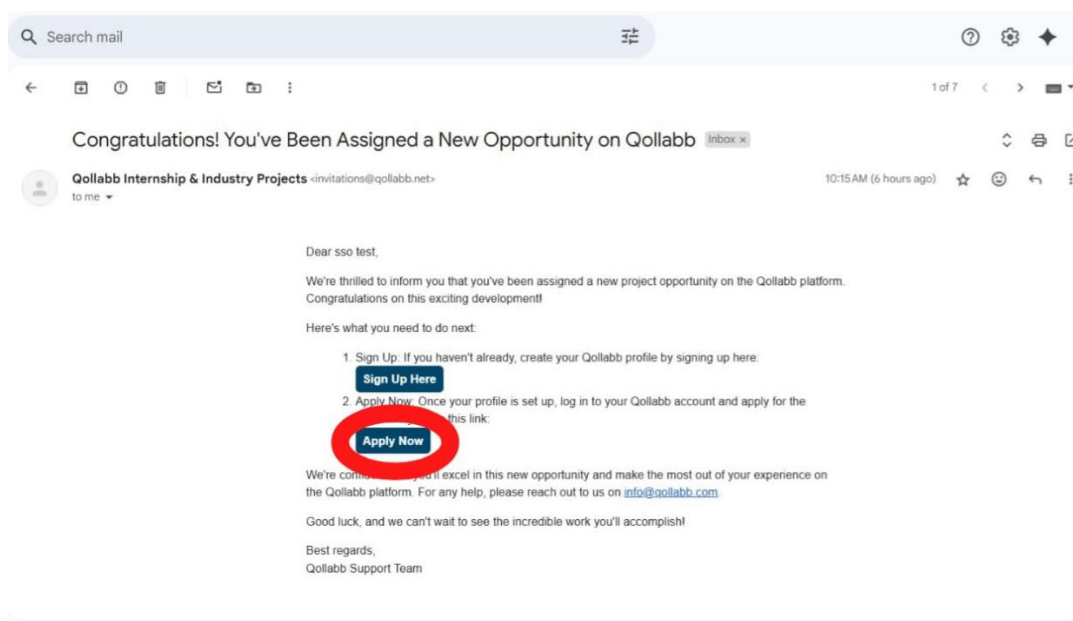


- Click on “Qollabb Final Year Project” button and you” be redirected to Qollabb platform’s dashboard.

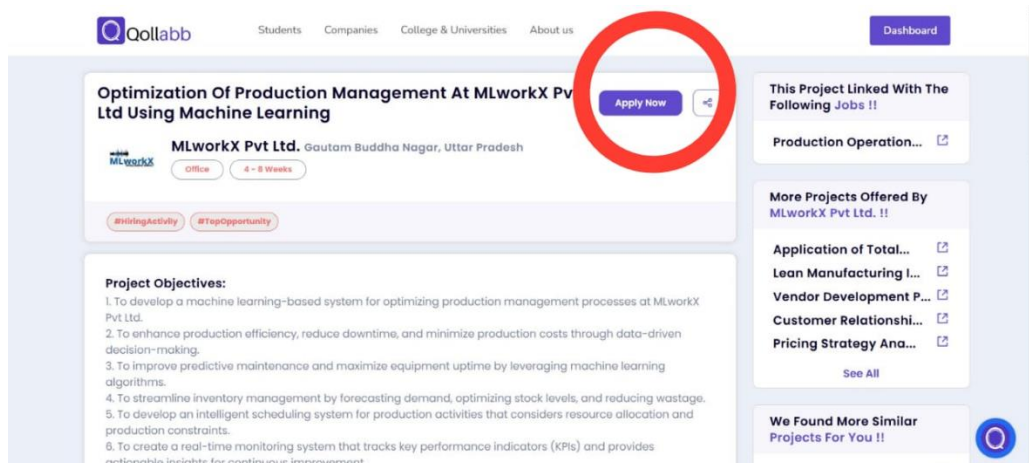


- In next 12-24 hours, You’ll receive an email in your registered email from invitation@qollabb.com with the details of project assigned to you’ Please make sure to check your spam account in case the email goes to your spam email folder. You’ll also get a notification in your Qollabb dashboard.

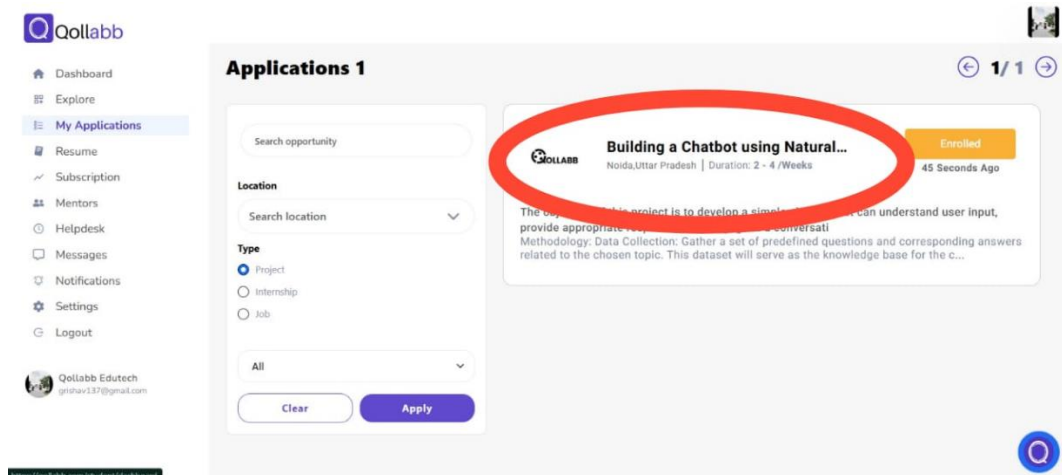
Note: Please be patient because assigning a right project to you by an industry mentor may take some time. Therefore, this email will take 12-24 hours after you first visit your Qollabb dashboard.



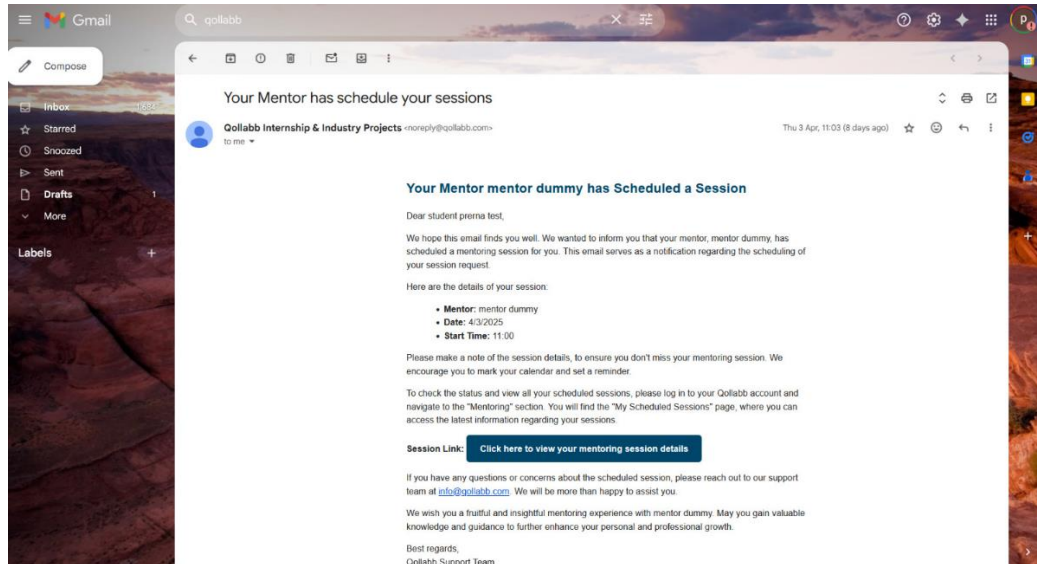
- Click on “Apply Now” button and you will be redirected to the project description page on Qollabb platform.



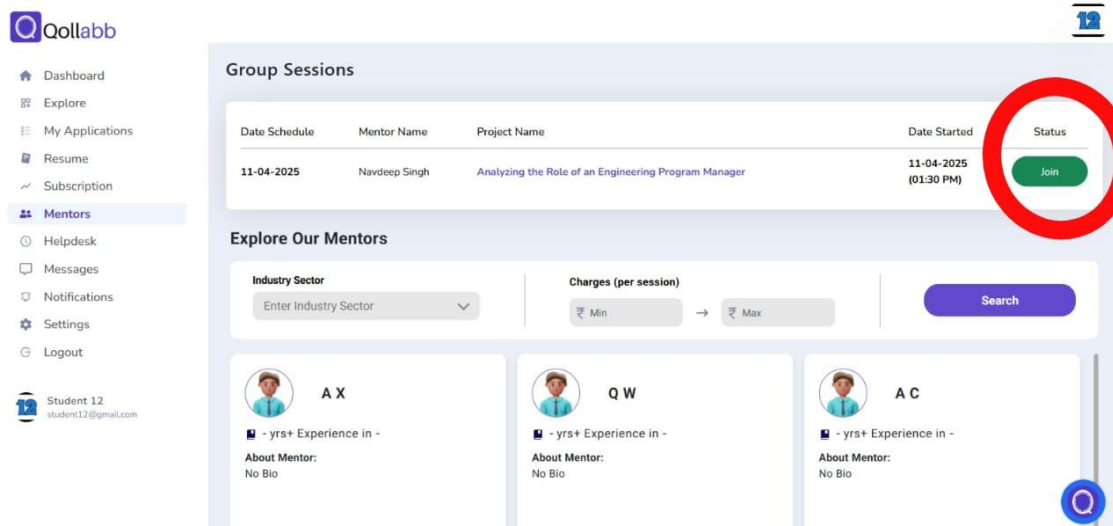
- You will be redirected to your “My applications” page. This will complete your enrolment in the project topic on which you’ll work under the guidance of your industry mentor.



6. Soon you'll receive an email regarding the scheduling of your mentoring session. The email will give you the date and time of session. Please do not forget to join the session with your industry mentor who will be guiding you on your project topic till its completion. You'll also get a notification in your Qollabb dashboard.

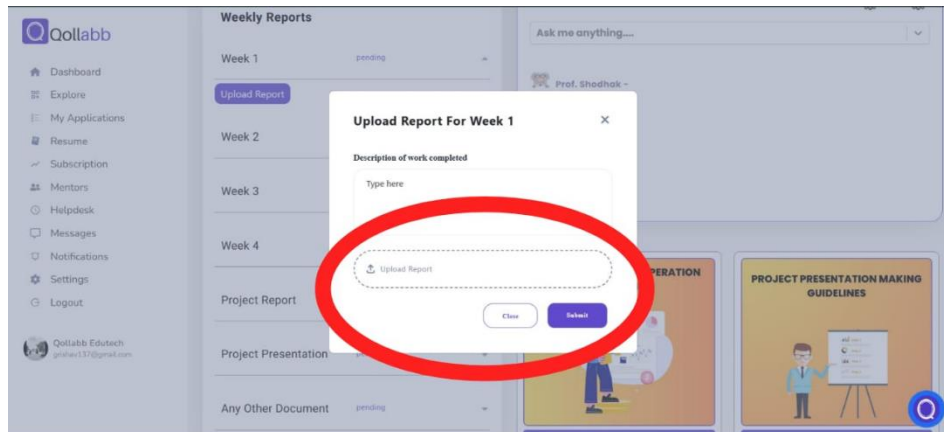


7. You can join the session with your mentor on the date and time scheduled by the mentor by clicking on the "Join Button". Here you'll be interreacting with your industry mentor over a vide call. Over the period of your project work, every week such sessions will be organised to guide your progress on your project work.

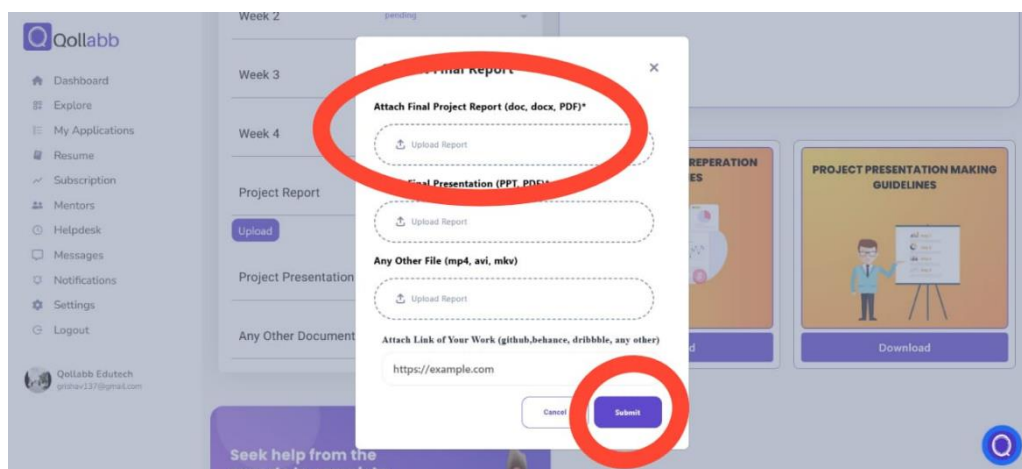


How to submit your weekly updates during the project and final project report on completion of project

1. Go to your project topic under your “My Application” page and you’ll see weekly reports button. Please write about your weekly progress in few lines. You can also upload any supporting document, though not mandatory.

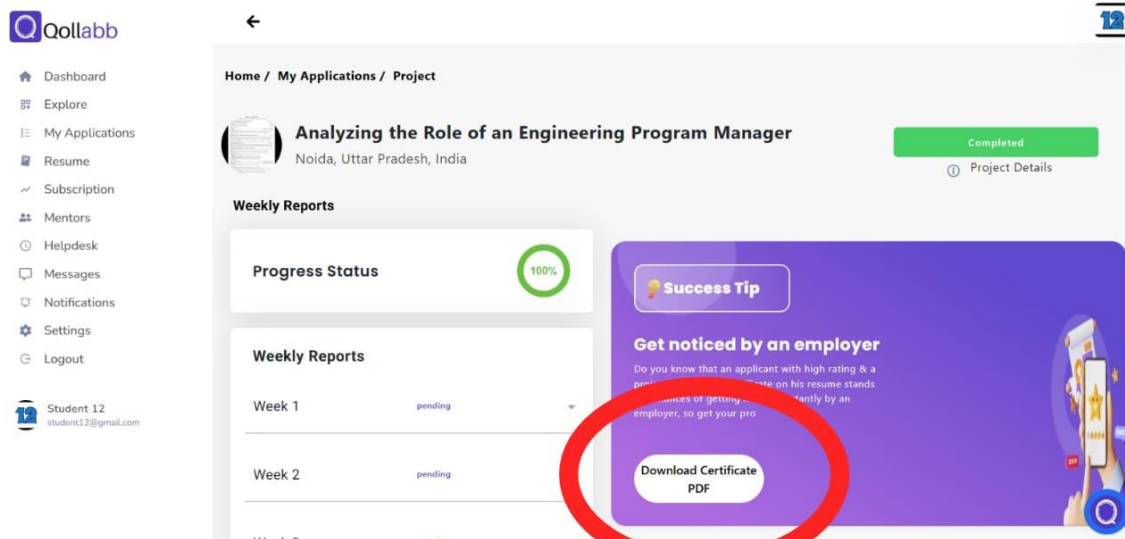


2. Similarly, after completing your project report under the guidance of your industry mentor, you can upload the final copy of your project report as a PDF file.



How to download your project completion certificate

Your project completion certificate will be emailed to you after evaluation. However, you can also download it from your account.



Selection of Project work Topic

It is important to distinguish between 'project work topic' and 'project work title'. The topic is the specific area that you wish to investigate. The title may not be decided until the project work has been written to reflect its content.

Qollabb will assign projects based on:

- A. Area of specialization
- B. Interest and skill alignment
- C. Industry demand and scope for practical exposure

However, you may still consult with your industry mentor and the mentor may still assign a different topic.

The project topic should conform to the following:

- A. Relevant to business or technology, defined broadly;
- B. Related to one or more of the subjects or areas of study within the core program and specialization;
- C. Clearly focused so as to facilitate in-depth study, subject to the availability of adequate sources of information and to your own knowledge;
- D. Of value and interest to you and your personal and professional development.

Planning the Project work

Qollabb's mentors will support and guide you through the following phases:

- Defining aims and objectives
- Selecting research methodology
- Deciding on data collection and analysis methods

- Structuring timelines and deliverables
- Reviewing progress periodically
- Structuring your project outcomes
- Structuring and finalizing the project report and presentation

Important instructions and information on Project Submission

- A. The title of the project should not be more than 12 words in length. The complete Project Work should be submitted in 15000-30000 words. You are supposed to submit project work along with extended abstract and project guide resume simultaneously.
- B. You must be careful about Originality and Relevance of Project Topic to avoid Project Rejection at a later stage. Therefore, you are required to submit a plagiarism report acknowledging 85% originality
- C. Project Guide must be Post Graduate with a minimum of 10 years of work experience Ensure to include signed & scanned copies of following essential certificates
- D. From Project Guide: Certifying Bonafide's of project work carried out under his/her supervision
- E. From a student: Certifying that submitted project work is an original piece of work and has not been submitted earlier
- F. You will receive an intimation through a registered email address, on successful uploading of project work report
- G. **Viva Questions will be accessible after uploading Project Work.**
- H. **Project submission will be accepted only after the Project file is uploaded and Viva questions are answered** Generally, it takes four to six weeks to complete the process of evaluation of project work.

Writing the Project Work Report

Abstract

- The abstract should be written for 500-1000 words
- An abstract is an overview or a brief summary of project work, which helps the reader to ascertain the purpose of carrying the project work. It acts as a stand-alone entity for the complete project work.
- The study hypotheses (null or alternative hypotheses, if applicable)

Literature Review

Literature review (secondary sources) is the evaluation of substantive findings and theoretical and methodological contribution to a particular topic. It is a critical analysis of the previous research conducted in a particular area.

Research methodology

- Research methodology is the implementation of methods or techniques to efficiently solve a research problem, which helps the reader to assess the validity and reliability of the study.
- Research methodology constitutes of:
 - Research Design
 - Descriptive
 - Conclusive

- Causal or Exploratory
- Sampling Technique: Probability or Non-Probability

Data Collection

Tools used for data collection(for eg: questionnaire, survey, etc) Data Preparation: Classification and Tabulation of data

Data Analysis

Hypotheses Testing

Results

Theoretical or empirical

The findings of the study are to be summarized as:

Data interpretation: Interpret and elaborate findings of the research Recommendation: Suggestions based on critical analysis of the results

Implications of theory and practice

Project Report

- The total size of the project document should not exceed 2MB. Portable document format (.pdf) only.
- Figures, graphs. Tables, Appendices and References should follow the American Psychological Association (APA) Style guide, 7th edition.
- Mention the sources of any images, tables, figures cited or presented
- Include a page header known as "running head at the top of every page
- Use Font: Times New Roman; Font size: 12; Double-spaced; 1-inch (2.5cm) margin all around
- Use American spellings ('program' not 'programme'; 'center' and not 'centre')
- Use "z" spellings instead of "s" spellings (recognize, organize, summarize)

Project Report Submission

Complete Project submission includes following stages:

- A. Abstract along with Guide Resume
- B. Project Report Submission along with Plagiarism Report
- C. Upload the project report on Qollabb Platform and wait for the evaluation
- D. Post evaluation the system will generate the project completion certificate
- E. Answer Viva Questions

Viva Submission

Viva will be conducted in two parts. It is mandatory for the student to attempt both the parts:

Part 1

To be submitted along with the project report.

Viva Questions will include 5 descriptive questions related to your specific project. Viva questions are mandatory for the final project submission.

Part 2 -Acing Your Interview

To be attempted on LMS under your major project/dissertation course page (Please refer to the screenshot attached to identify)

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ACING YOUR INTERVIEW

Prepare to excel in your interviews with our comprehensive course, "**Acing Your Interview.**" This course is designed to equip you with the skills and strategies needed to confidently navigate the interview process and land your dream job.

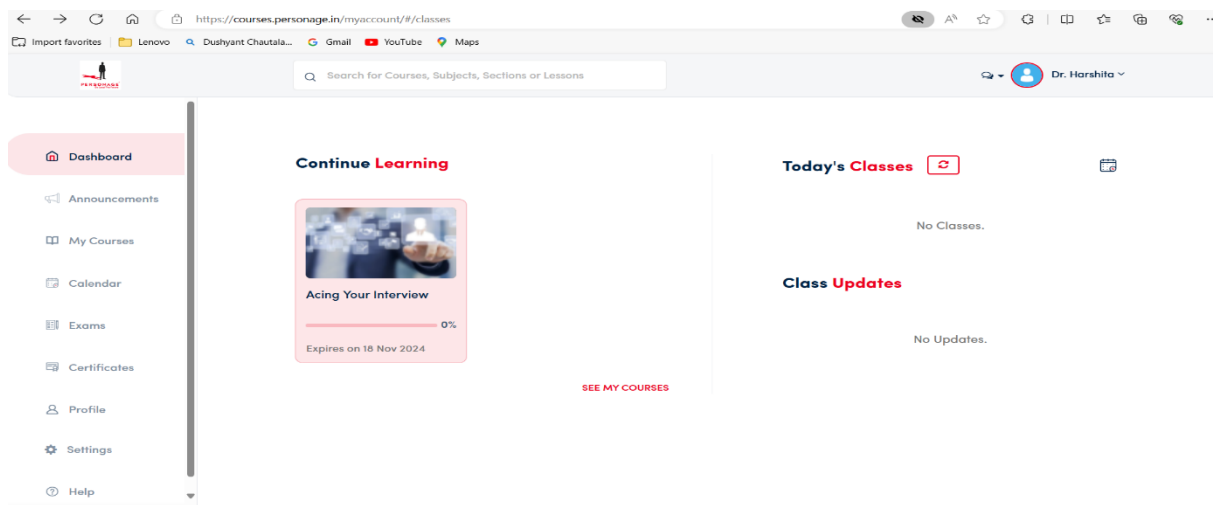
Click the following URL to access the course and take the first step towards interview success.

Start/ Enter the course | Acing your Interview

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Following steps need to be followed by the student for completing Viva part 2:

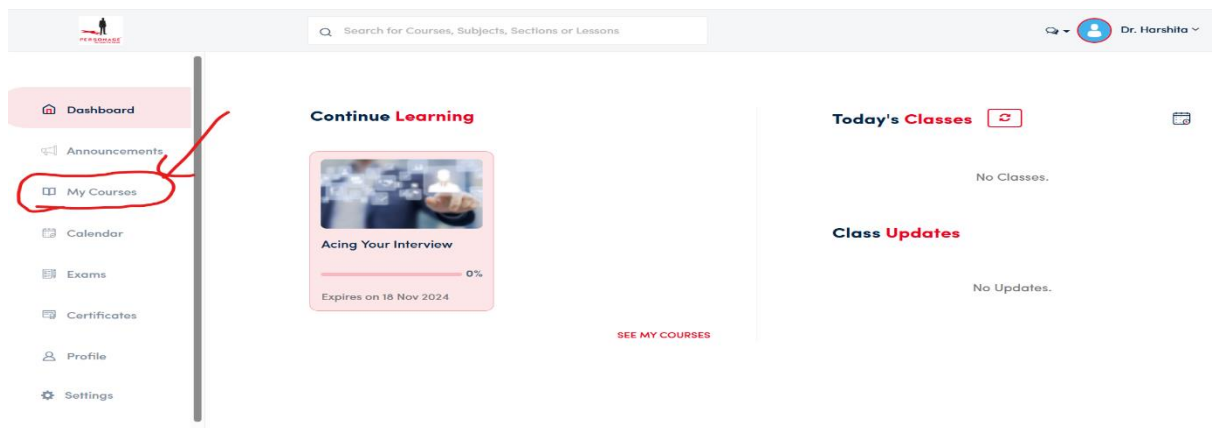
1. Click on the link under the Acing your interview section (Once you click on the link, you will be redirected to a new page).
2. After Login, the following page will appear:



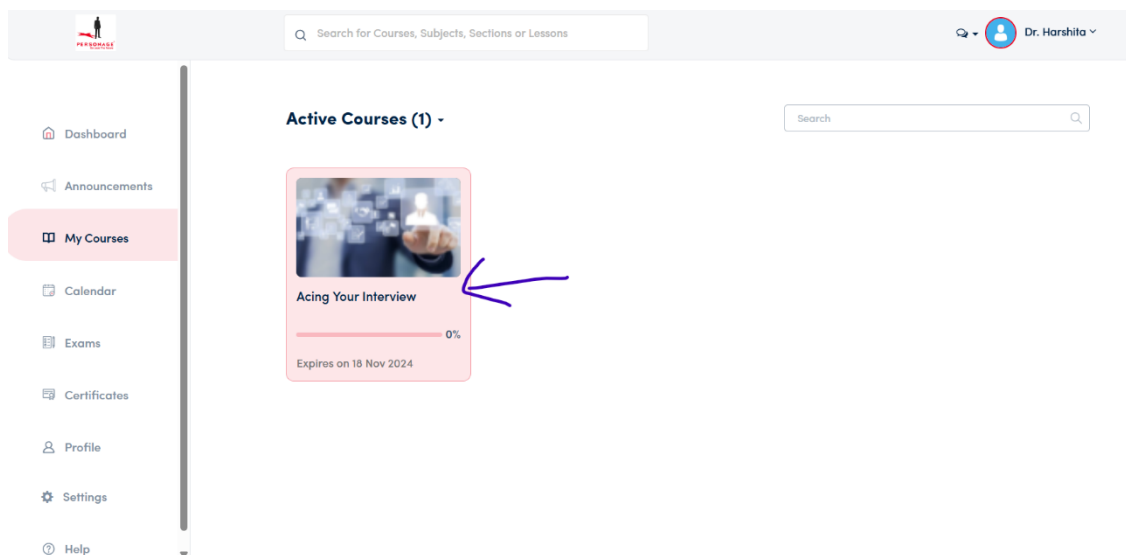
The screenshot shows a web browser window with the URL <https://courses.personage.in/myaccount/#/classes>. The dashboard includes a sidebar menu with options: Dashboard, Announcements, My Courses, Calendar, Exams, Certificates, Profile, Settings, and Help. The main content area is divided into three sections:

- Continue Learning:** Features a card for the "Acing Your Interview" course, showing 0% progress and an expiration date of 18 Nov 2024. A "SEE MY COURSES" link is visible below.
- Today's Classes:** Displays "No Classes."
- Class Updates:** Displays "No Updates."

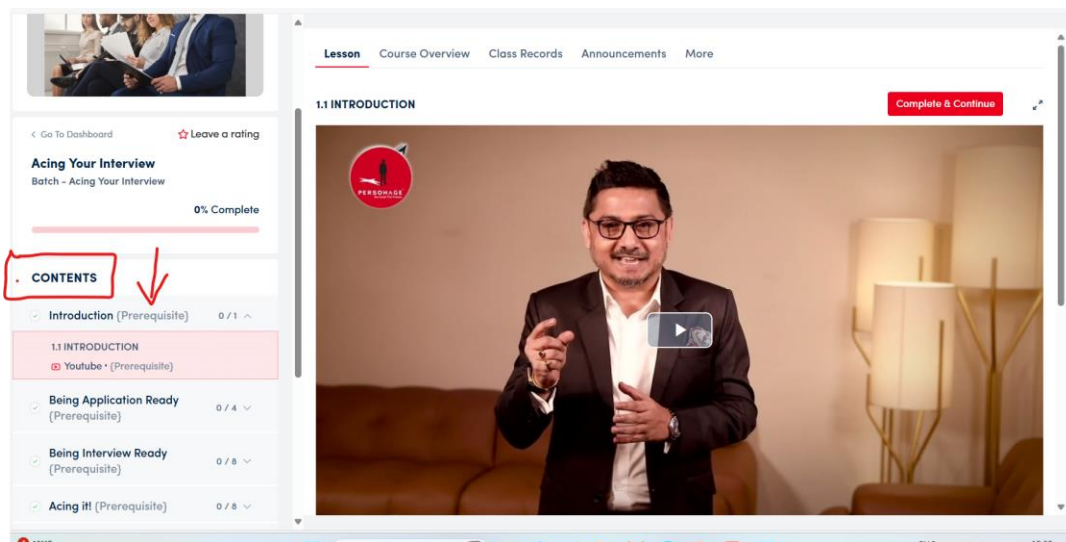
3. Click on my courses:



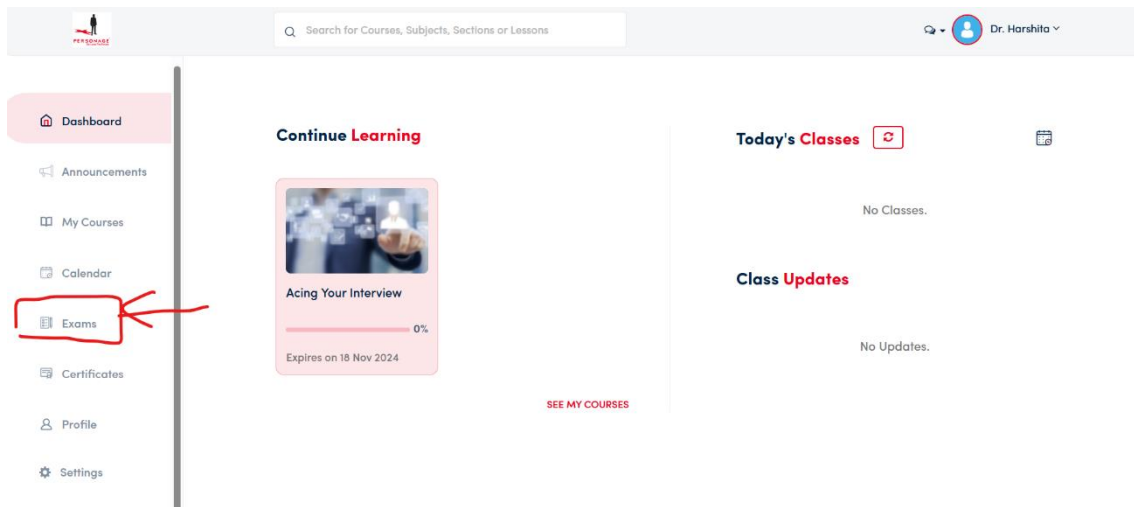
4. Click on Acing your Interview:



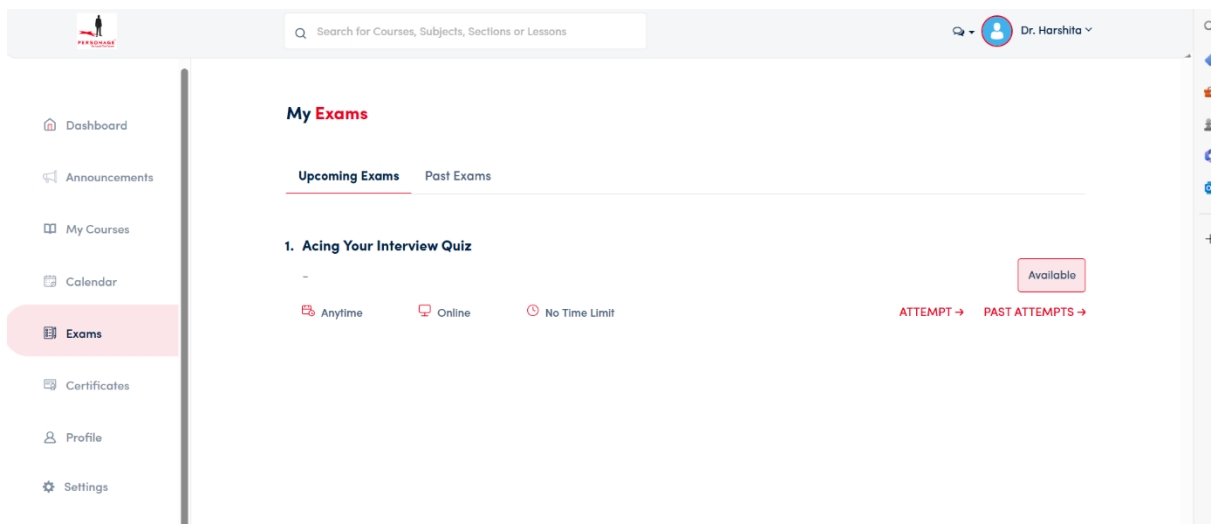
5. Watch all the videos under contents section:



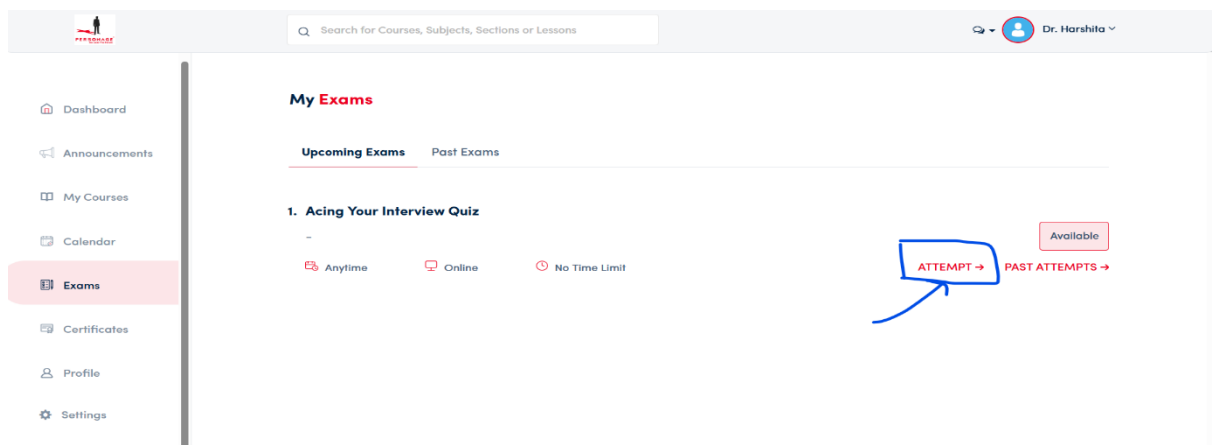
6. After completing all the videos , go back to dashboard and click on “ EXAMS”



7. Exam page will open as below:



8. Click on attempt:



9. Attempt your exam and submit:

Acing Your Interview Quiz
Time Taken: 00:00:00
x

Acing Your Interview Quiz


Total Duration: No time limit

This quiz is designed to reinforce and deepen your learning from our "Acing Your Interview" online course. Our aim is to bolster your preparation, ensuring you excel in your interview and secure your coveted job.

Declaration:

☐ I have read all the instructions carefully and have understood them. I agree not to cheat or use unfair means in this examination. I understand that using unfair means of any sort for my own or someone else's advantage will lead to my immediate disqualification. The decision of administrator will be final in these matters and cannot be appealed.

I am ready to begin



Dr. Harshita

Evaluation Scheme

Component	Marks
Project Report	70
Viva Part 1	20
Viva Part 2	10
Total	100

Important Notes

- Students must submit all Project Components (Abstract, Guide Resume, Project Report, Plagiarism Report, and Viva Answers).
- In case of incomplete details, students will be asked to resubmit all project documents which would lead to delinquency in Academic Completion and Extension Fee.
- Plagiarism check would be conducted before evaluation, for all the Project Report submissions. If any report exceeds 15% plagiarism, the same would be rejected and the student will undergo the process of resubmission as per rules. the process of plagiarism checking it will be rejected for resubmission.

Student Helpline During the Project Work

For any **technical glitch or support related to usage of Qollabb platform during the project work**, please contact to following numbers:

- **Bhawna: +91 9599821232 (Monday to Saturday, 9.00 AM to 6.00 PM)**
- **Pooja: 91 7977466122 (Monday to Saturday, 9.00 AM to 6.00 PM)**