

# 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.

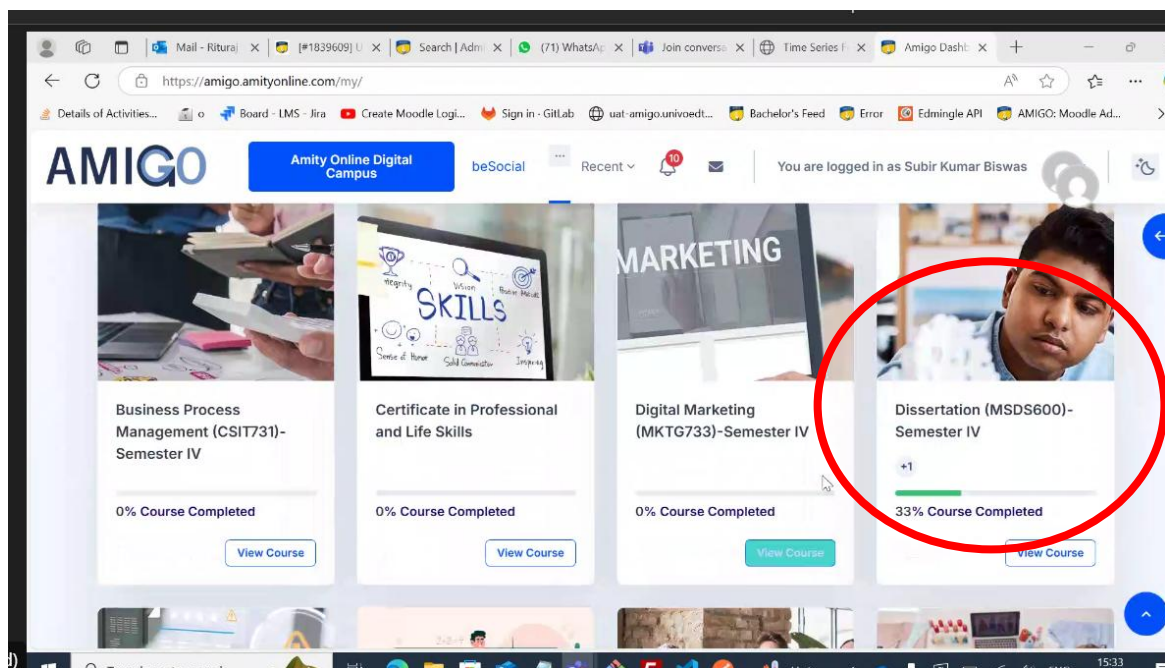
The project work aims to foster students with an opportunity to develop conceptual, analytical, communication and interpersonal skills.

To support the students in their project journey:

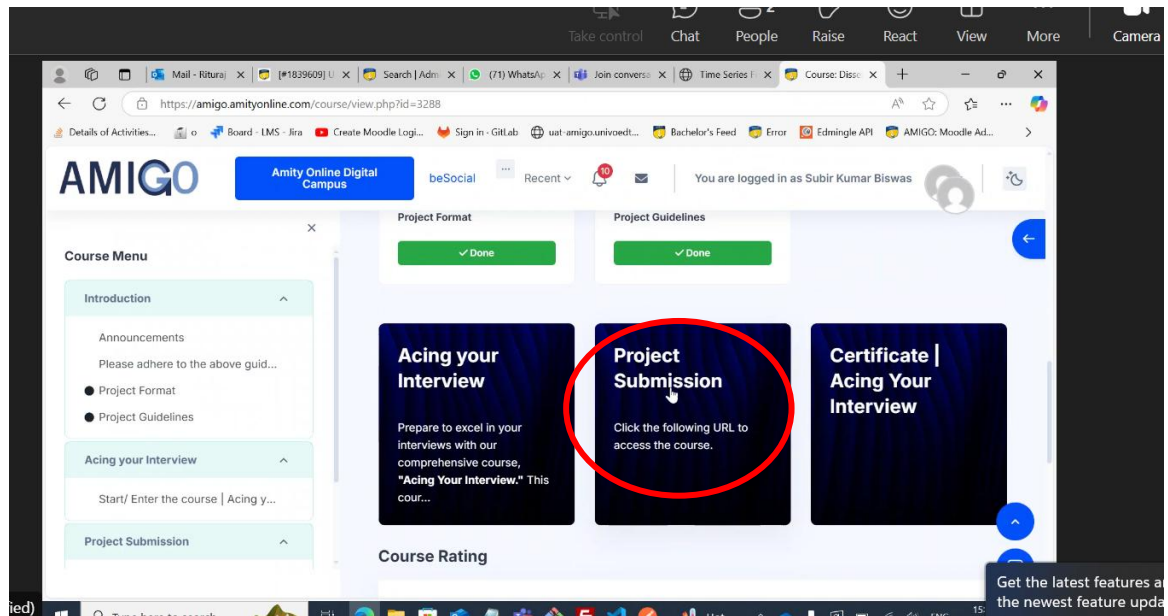
- A. Qollabb will assign relevant projects from companies that align with your specialization.
- B. Industry experts from Qollabb's network will guide and mentor you through the duration of the project.
- C. Qollabb will evaluate and certify the completed projects based on predefined criteria.

## Accessing Your Project Platform

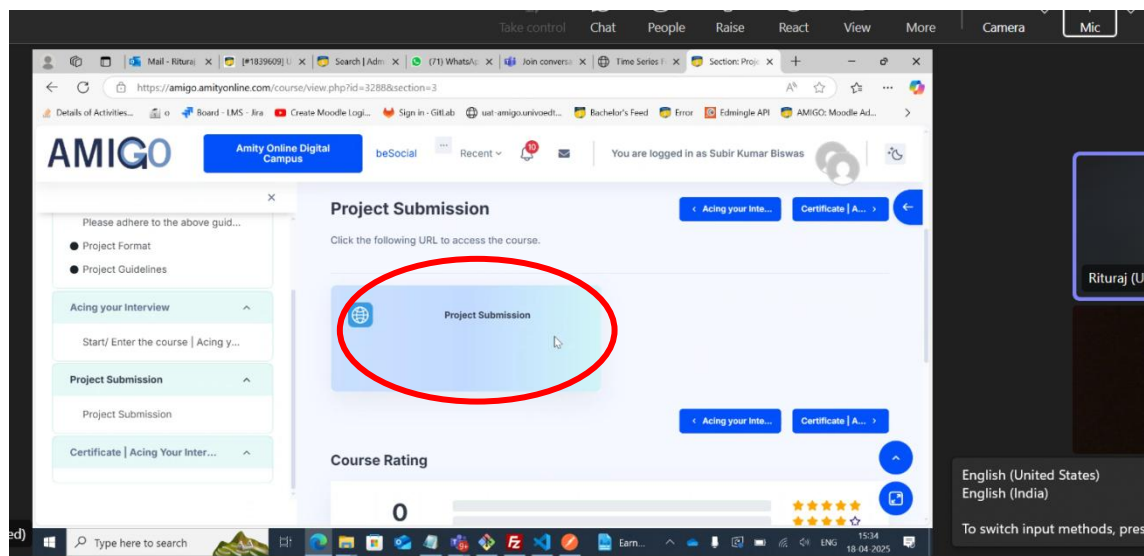
1. Go to your LMS (Amigo) Portal and click on **Dissertation (MSDS600)-Semester IV**.



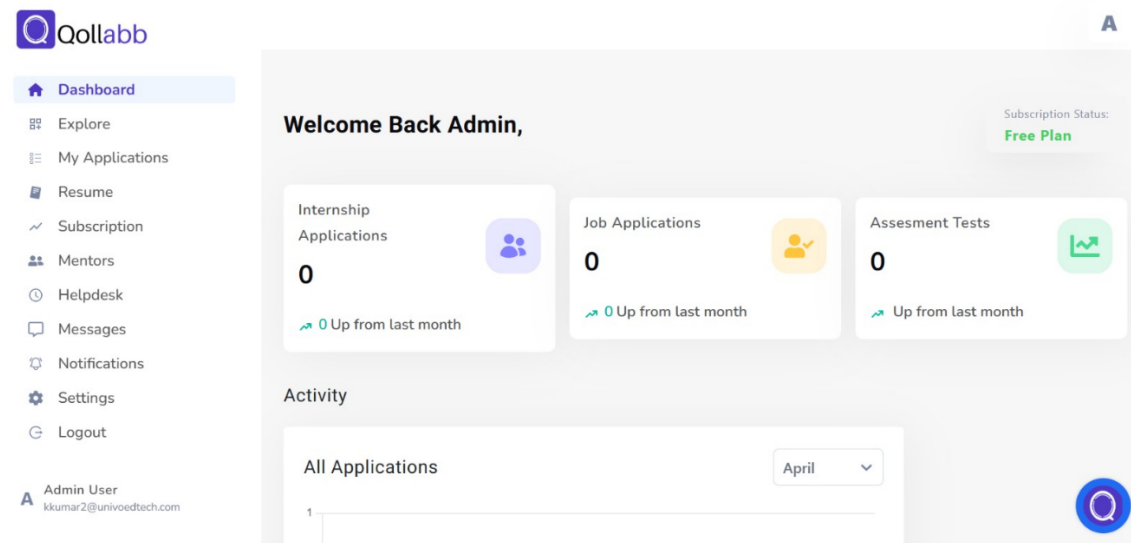
2. Click on “Project Submission” on the page.



3. Click again on “Project Submission” on the next page.

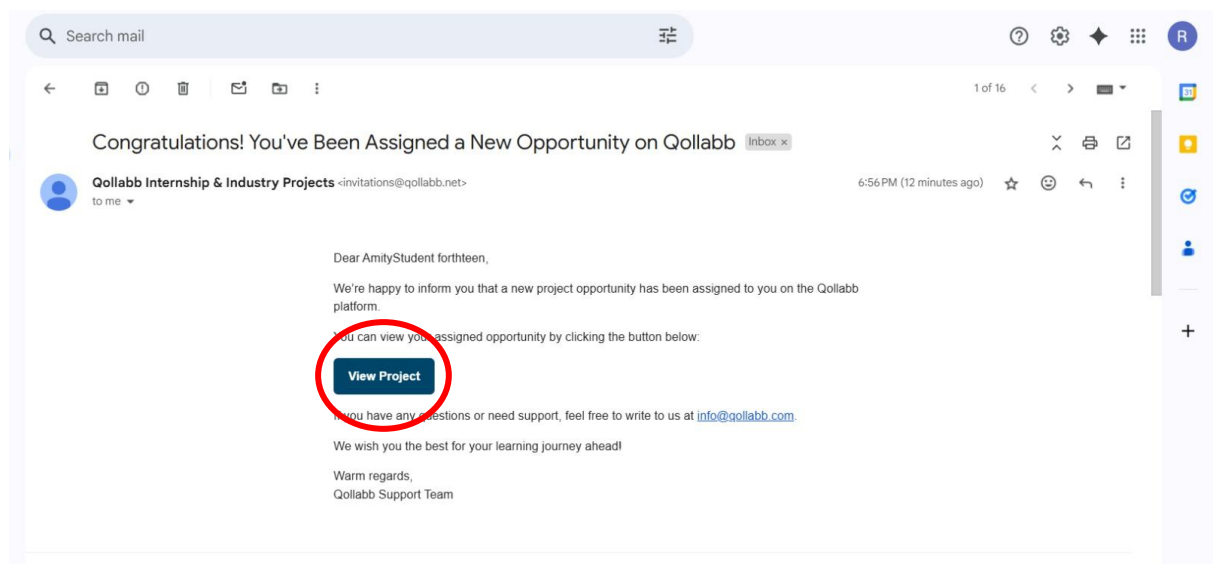


4. You will be redirected to Qollabb platform's dashboard.

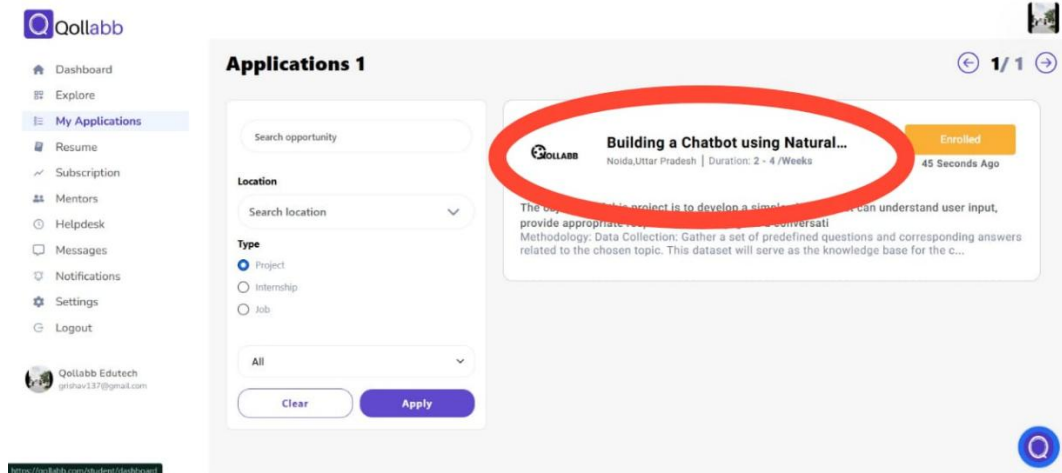


5. In next 12-24 hours, You'll receive an email in your registered email from [invitation@qollabb.com](mailto:invitation@qollabb.com) when a project is assigned to you. **Please click on "View Project"**. Kindly make sure to check your spam account in case the email goes to your spam email folder. You'll also get a notification in your Qollabb dashboard.

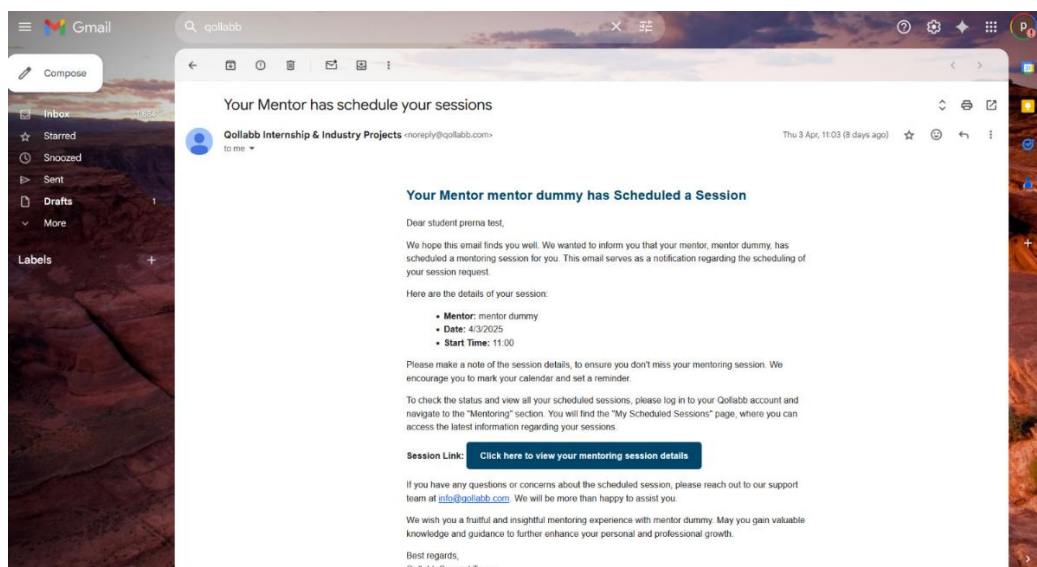
**Note: Please be patient because assigning a right project to you by an industry mentor may take some time. Therefore, this email will take 12-24 hours after you first visit your Qollabb dashboard.**



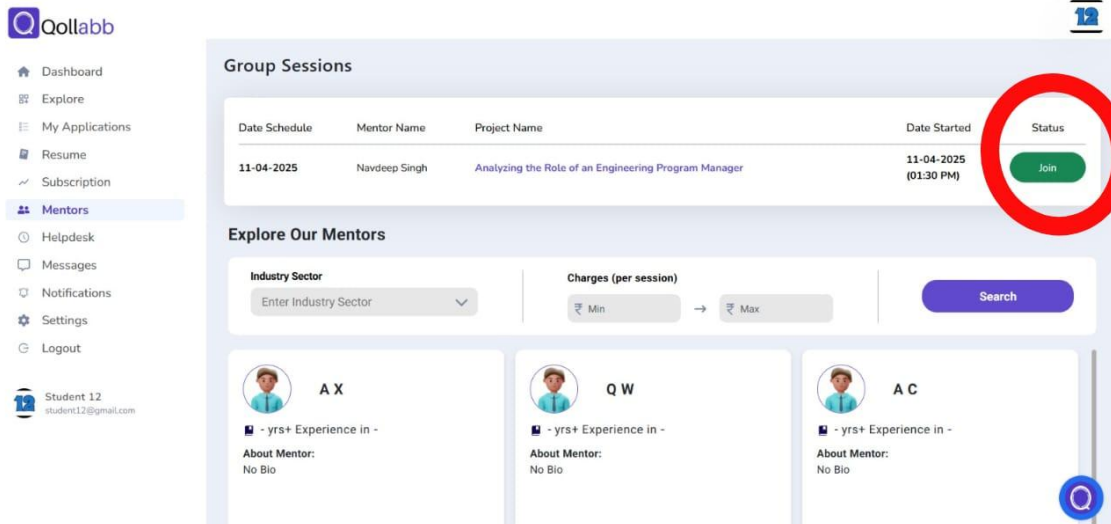
6. You will be redirected to your “My applications” page. This will complete your enrolment in the project topic on which you’ll work under the guidance of your industry mentor.



7. 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.



8. 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 interacting 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.



**Qollabb**

- Dashboard
- Explore
- My Applications
- Resume
- Subscription
- Mentors**
- Helpdesk
- Messages
- Notifications
- Settings
- Logout

Student 12  
student12@gmail.com


### Group Sessions

Date Schedule	Mentor Name	Project Name	Date Started	Status
11-04-2025	Navdeep Singh	Analyzing the Role of an Engineering Program Manager	11-04-2025 (01:30 PM)	Join

### Explore Our Mentors

Industry Sector:


Charges (per session): ₹ Min → ₹ Max



**A X**

- yrs+ Experience in -


About Mentor:  
No Bio



**Q W**

- yrs+ Experience in -

About Mentor:  
No Bio



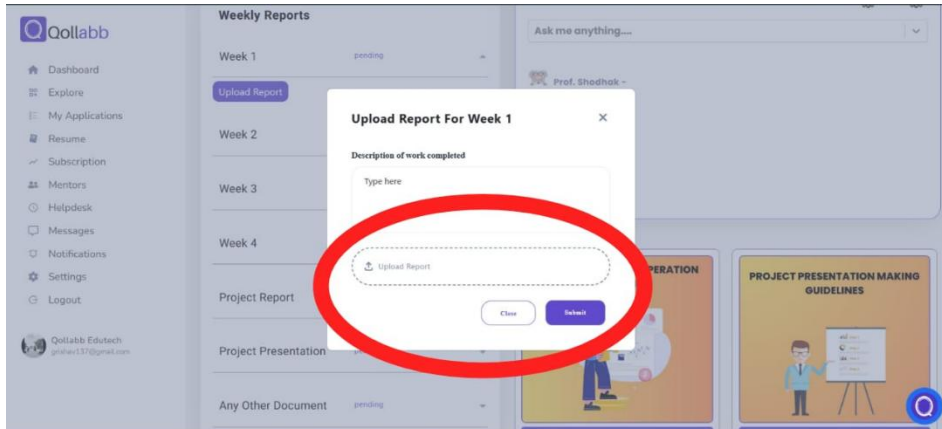
**A C**

- yrs+ Experience in -

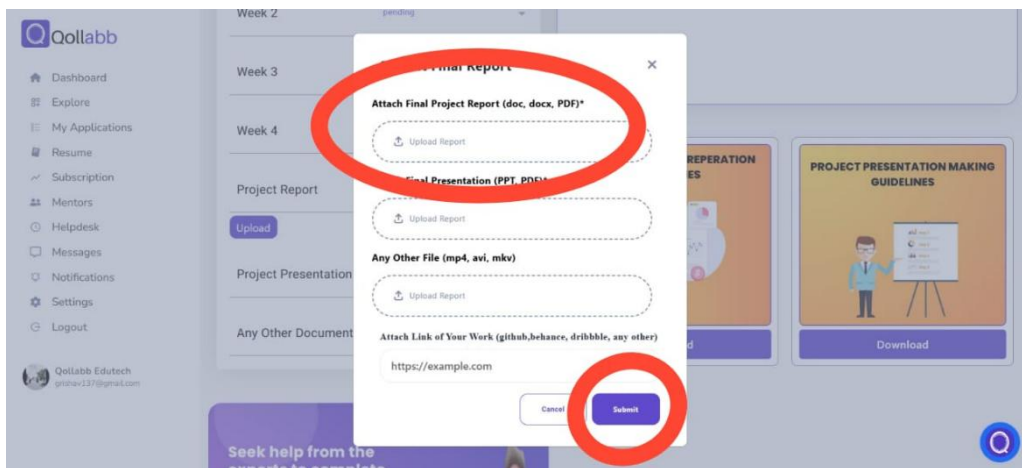
About Mentor:  
No Bio

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

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.

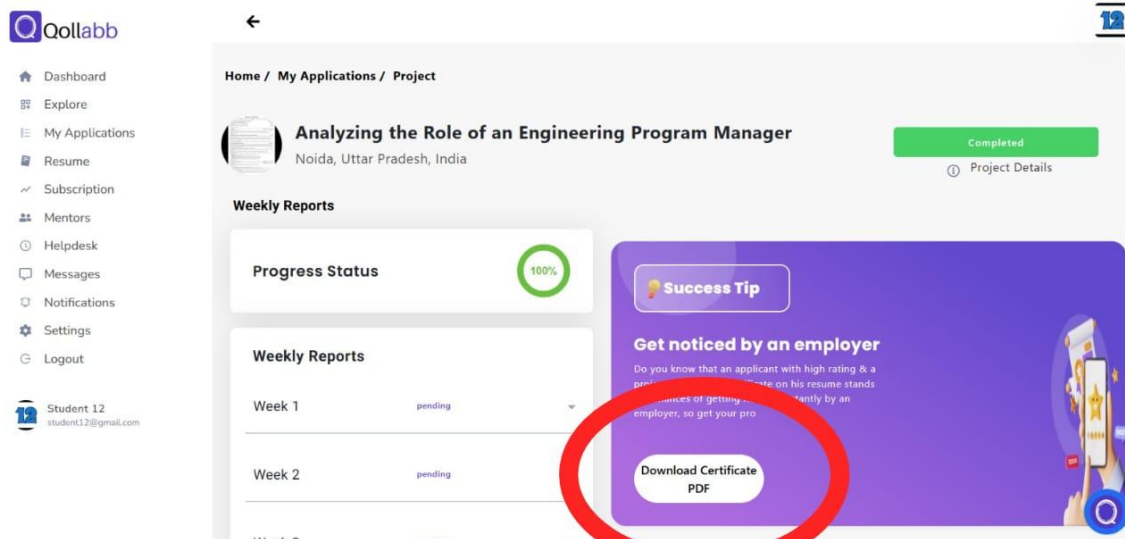


3. **Project Viva :** After Submission of the project report; Viva slot will be scheduled by the Industry Mentor (the date and time of Viva) as the mentoring session was scheduled. It is mandatory to give viva to the industry mentor.



## 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

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- 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.
- 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 assure at least 85% originality.
- C. From a student: Certifying that submitted project work is an original piece of work and has not been submitted earlier
- D. You will receive an intimation through a registered email address, on successful evaluation of project work report
- E. **Project report evaluation will be done only after the Project file is uploaded.** Generally, it takes four to six weeks to complete the process of evaluation of project work.

## Writing the Project Work Report

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### Introduction:

- An introduction to the project work, which helps the reader to ascertain the purpose of carrying the project work.

### 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)

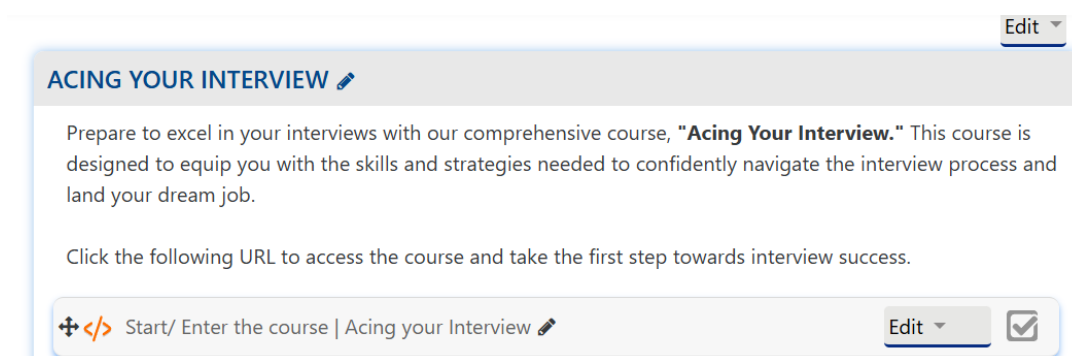
## Project Report Submission

Complete Project submission includes following stages:

- A. Project Report Submission.
- B. Upload the project report on Qollabb Platform and wait for the evaluation.
- C. Post evaluation the system will generate the project completion certificate.
- D. Viva on Qollabb Platform with Industry mentor.
- E. Complete Acing your Interview course.

## Acing Your Interview

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



**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.

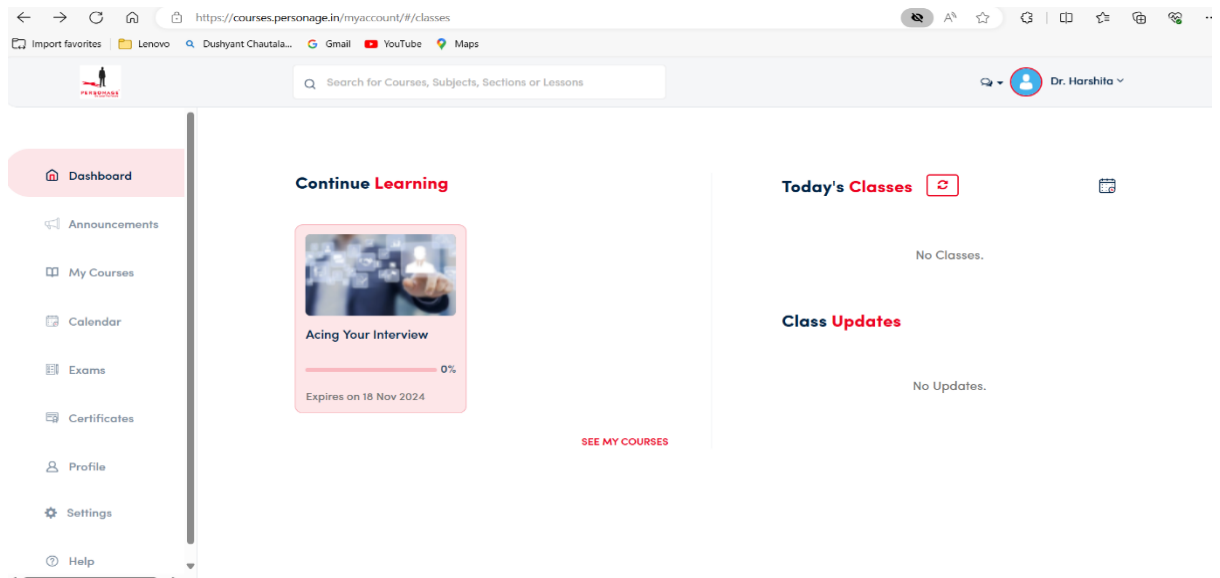
Click the following URL to access the course and take the first step towards interview success.

✚ </> Start/ Enter the course | Acing your Interview ✎

Edit ✓

Following steps need to be followed by the student for completing acing your interview:

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:



https://courses.personage.in/myaccount/#/classes

Search for Courses, Subjects, Sections or Lessons

Dr. Harshita

**Dashboard**

- Announcements
- My Courses
- Calendar
- Exams
- Certificates
- Profile
- Settings
- Help

**Continue Learning**

**Acing Your Interview**

0%

Expires on 18 Nov 2024

[SEE MY COURSES](#)

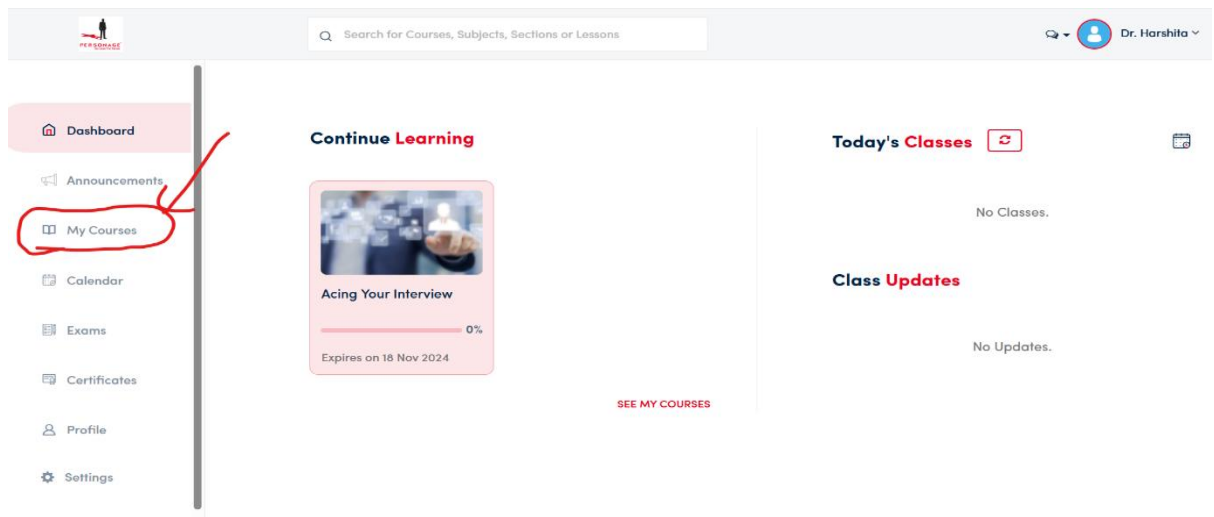
**Today's Classes**

No Classes.

**Class Updates**

No Updates.

3. Click on my courses:



Search for Courses, Subjects, Sections or Lessons

Dr. Harshita

**Dashboard**

- Announcements
- My Courses**
- Calendar
- Exams
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- Profile
- Settings
- Help

**Continue Learning**

**Acing Your Interview**

0%

Expires on 18 Nov 2024

[SEE MY COURSES](#)

**Today's Classes**

No Classes.

**Class Updates**

No Updates.

4. Click on Acing your Interview:



Search for Courses, Subjects, Sections or Lessons

Dr. Harshita

**Dashboard**

- Announcements
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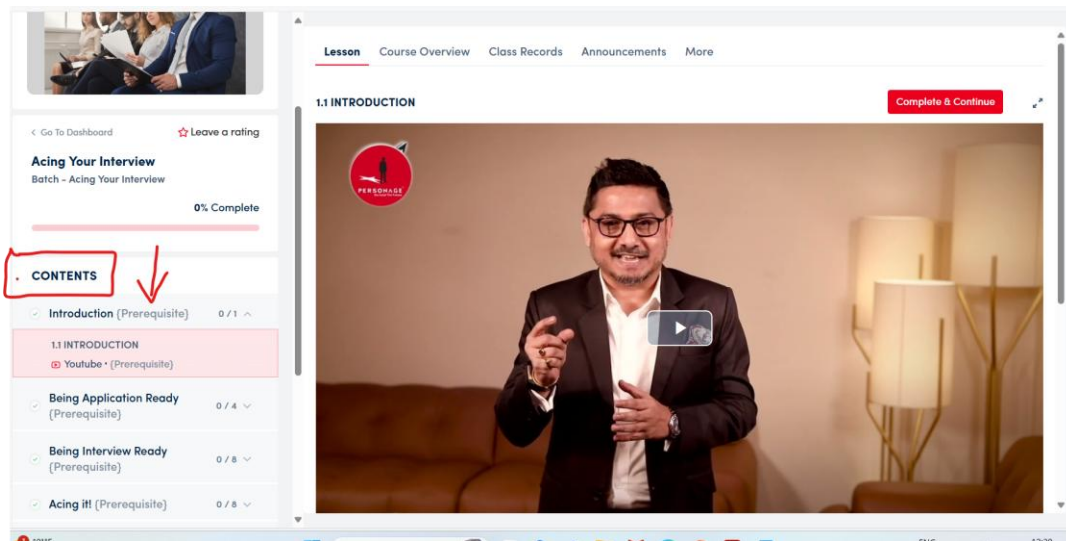
**Active Courses (1)**

**Acing Your Interview**

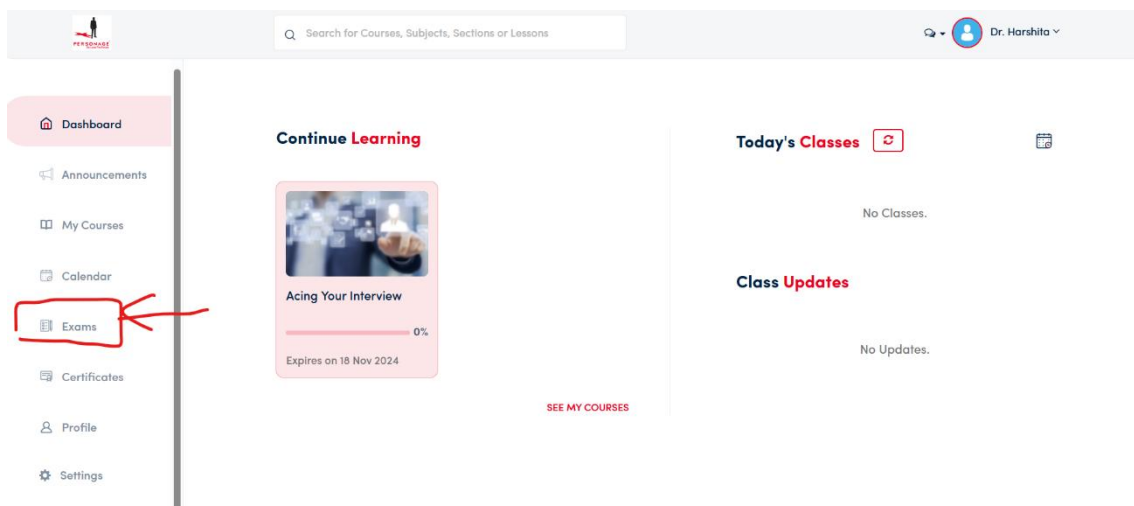
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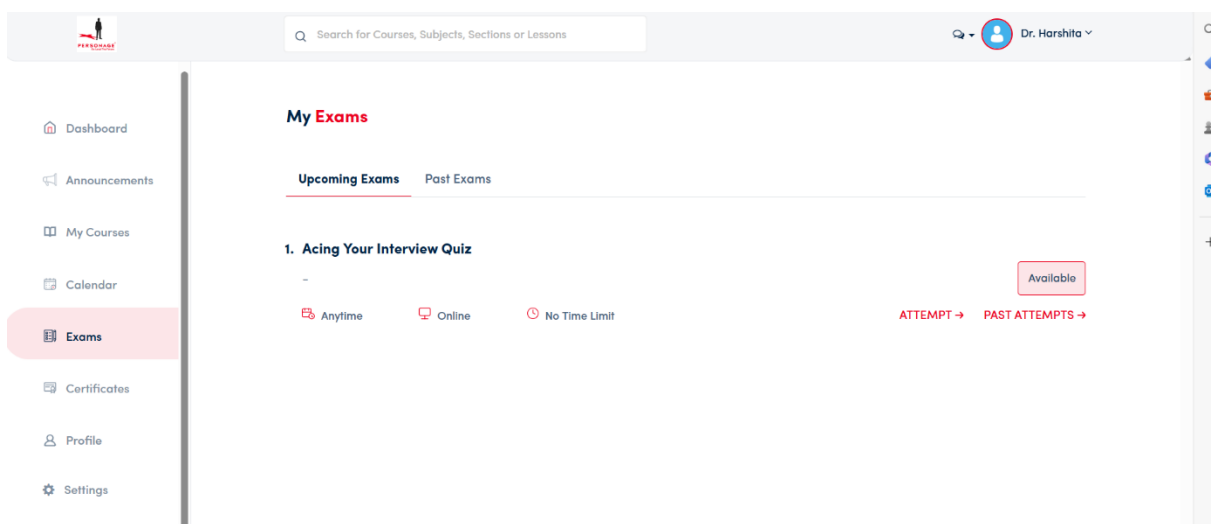
5. Watch all the videos under contents section:



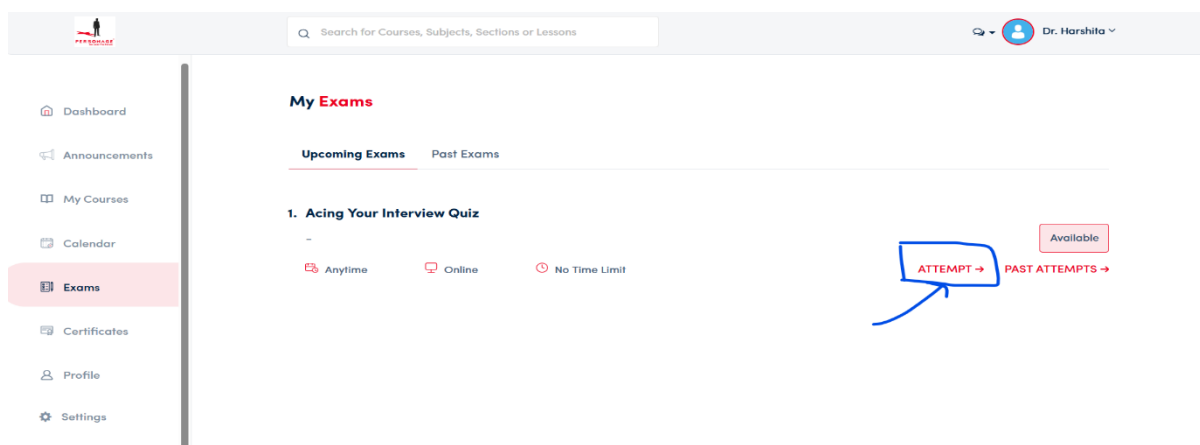
6. After completing all the videos , go back to dashboard and click on “ EXAMS”



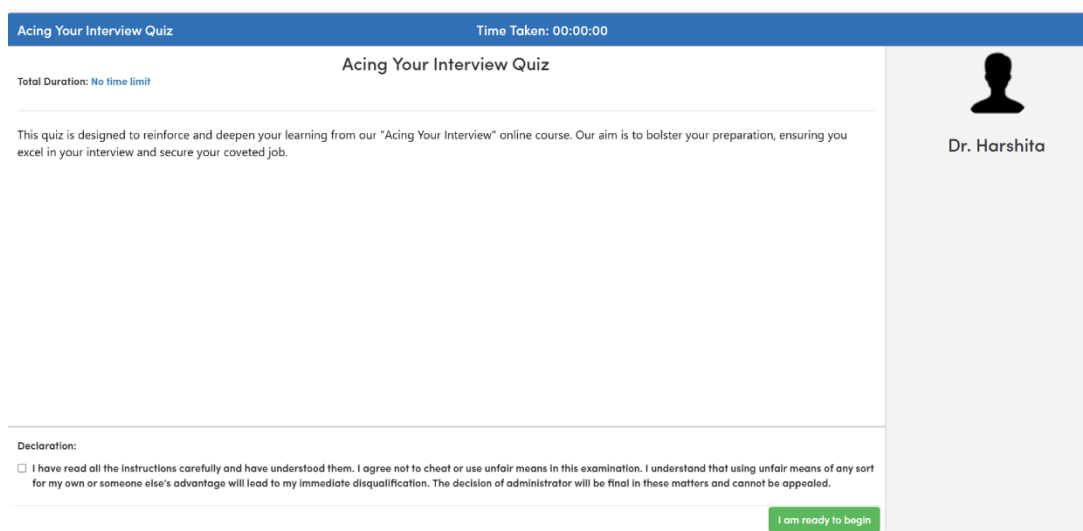
7. Exam page will open as below:



8. Click on attempt:



9. Attempt your exam and submit:



## Evaluation Scheme

Component	Marks
Project Report	70
Viva on Qollabb with industry mentor	20
Acing your interview	10
Total	100

## Important Notes

- Students must submit all Project Components: **Project Report (pdf), Viva on Qollabb with Industry Mentor and Acing your interview.**
- 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 by the Qollabb,** 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

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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)**