

Guidelines for
Capstone Project (EMGN696) of MBA programme and
Project Work (ECAP788) of MCA programme
of LPU Online Mode Students
for Academic Session 2023-24 onwards

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CHAPTER 1

Introduction

1.1 Purpose

In order to impart education to the students outside the classroom rather than just reading the theory in a conventional manner, all the 4th semester students of MBA and MCA programmes of LPU Online Mode need to work on a project as a part of their programme scheme where they can work practically and implement the knowledge and skills gained during their studies to generate new knowledge. The projects must be structured to ensure that the students gain learning that is relevant to their educational development. To ensure that the projects meet the industry standards, the final evaluation of these projects shall be done by experienced academicians / industry experts wherever required.

1.2 Applicability

These guidelines are applicable to Capstone Project (EMGN696) of MBA programme and Project Work (ECAP788) of MCA programme of LPU Online mode. The project work undertaken should be authentic and should contribute towards the development and growth of the student.

1.3 Types of Projects

Depending upon the nature, the projects can be categorized into the following four categories

- a) **Live Projects:** Live projects mean working on real-life problems within defined timelines. Such type of projects establishes an awareness of social responsibility and can empower students to work exceptionally that make a difference in the communities they work with. These projects can also lead to revenue generation if done with the companies to solve their real-life problems or students can get participation certificates from the company with which they have worked. Creating market strategies to gain valuable customers, developing market relation etc. are some of the examples of Live Projects.
- b) **Consultancy Projects:** In these types of projects, students provide their knowledge and intellectual inputs to various companies or organizations. It is a collaboration between a company and consultants to solve the problems faced by a company. Corporate restructuring, cost reduction, merger and acquisition, development of a product or setting up an industry, process automation and patent litigations are some of the examples of consultancy projects.
- c) **Entrepreneur Projects:** In these types of projects, the students can work on some business ideas or can develop a product, service or event that are valued in the community as they meet specific needs or meet identified needs. Producing a show, offering services to a publishing house, offering analysis services and offering services for quality control are some of the examples of entrepreneur projects.
- d) **General Projects:** These types of projects add to knowledge enrichment. It can be individual or collaborative and involves design that is carefully planned by a project team to achieve a particular aim with a certain cost. Ways to reduce the level of stress among students, home automation system, mobile jammer are some of the examples of general projects.

1.4 Important Dates

Particulars	Last Date
Submission of Project Topic	19th November, 2023
Submission of Project Report	27th January, 2024
End Term Viva (Tentative)	30th January, 2024 Onwards

CHAPTER-2

General Guidelines

2.1 Scope of the Project

Each project is expected to address at least one of the following SDGs:

- a) Societal issues
- b) Industrial issues
- c) Government issues (Policy making etc.)
- d) Business issues
- e) Environmental issues
- f) Conceptual
- g) Enrich the discipline related knowledge
- h) News worthy

Students are expected to work on a real-life project preferably in Industry / Research & Development / Laboratories / Educational Institution / Software Company. MBA students can choose project topic from their specializations.

MCA Students are required to select one project from the broad category listed below:

- Database projects
- Network projects
- Web based projects
- Android based projects
- Middleware projects
- System Programming based projects
- Artificial Intelligence / expert system-based projects
- Embedded software
- Simulators
- Research Based projects

2.2 Expected Outcome from a Project

Each type of project is expected to give at least one of the following outcomes:

- a) Quality Publication
- b) IPR generation (Patents/ Copy Rights/ Design/ prototype)
- c) New innovation
- d) Policy making
- e) Societal contribution

2.3 Project Duration

The details regarding various activities to be completed by a student are mentioned in the section 2.5. These are offered in the last semester of the program. The students are required to finalize the topic, objectives, methodology and start working on the project. Therefore, the work plan must be designed keeping in view the timelines for the completion of project work.

2.4 Stages of the Project Work

- a) **Submission of Project Topic:** Careful selection of project topic is utmost important step. The students should survey the literature in the proposed area of project to find the area of interest and finalize the topic.

The student needs to finalize the following:

- a) Area of specialization
- b) Topic of the project
- c) Nature of the project (Live, General, Entrepreneur project or consultancy project)
- d) Novelty of the Topic
- e) Timelines / Methodology

Once the above-mentioned parameters are finalized, the student needs to communicate the topic along with the relevant information to Centre for Distance & Online Education through LMS. The last date of submission of topic is **19th November 2023**.

- b) **Approval by Centre for Distance & Online Education:** After submission of the project topic by the student, Centre for Distance & Online Education will evaluate the project topic and will intimate the student about approval and disapproval of the project topic through LMS.

- **If project topic is approved** - The student will start working on the project.
- **If project topic is disapproved** - The student needs to resubmit the topic and relevant information through LMS.

- c) **Submission of Project Report:** Once the students have completed their project work, they need to submit the project summary as per Annexure-I and the final project report by **27th January 2024** to be eligible for End Term evaluation.

The formatting and suggestive outline of the report is mentioned in detail in chapter-3. The students need to submit complete project report as per specified guidelines.

The following key points must be kept in mind related to final project report submission.

1. While working on the final report submission, the students are advised to use online as well as offline resources. The students can use the online resources available in e-Library Tab on their LMS.
2. An e-copy of the report shall be uploaded by the student(s) on the LMS interface in a secured PDF format by **27th January 2024** on LMS.

Important Note:

Each student must ensure that he / she has signed Annexure-I (Project Summary) and III (Declaration by the student). The report uploaded on LMS must contain the scanned copy of these annexures, otherwise the report shall not be considered for evaluation.

2.5 End Term Evaluation

After completion of the project, the eligible students (who have submitted the project report online on LMS) are required to appear online in the end term viva wherein the student shall be evaluated by the panel of faculty members as per schedule communicated by Division of Examination. The evaluation

parameters for End Term Viva evaluation are discussed in section 4.3. The average of all the marks, as awarded by respective panel members shall be calculated and considered as final ETP viva marks of a student.

Important points:

1. The project work should be the original work done by the student(s). In case students present the work of someone else as their own or copies large portion from academic or other sources without properly referencing them, even if unintentionally, it will be considered as an academic misconduct. There will be zero tolerance for academic misconduct or plagiarism. All the matters related to plagiarism will be dealt as per the University policy on academic misconduct.
2. All publications and Intellectual Property Rights arising out of project work shall be made as per the University policy guidelines issued by Division of Research and Development.

CHAPTER-3

Guidelines for Final Report Submission

Following points should be kept in mind while preparation of the final report of the project:

- Final Project report should be submitted online on the appropriate LMS interface by **27th January 2024**.
- The title page should have information as mentioned in (Annexure-III)
- The report should be categorized in Chapters as per section 3.3 and the final chapter must be conclusion and future perspectives.

3.1 Sequence of Introductory Pages of the Report

- 1) Cover page {as per Annexure-II}
- 2) Declaration by student {as per Annexure-III}
- 3) Acknowledgement (if any)
- 4) List of Tables (If any)
- 5) List of Figures/ Charts (If any)
- 6) List of Schemes (If any)
- 7) List of Symbols (If any)
- 8) List of abbreviations (If any)

3.2 Formatting of the Report

- 1) The report should be prepared on A4 letter size.
- 2) The font type should be Times New Roman. The font size should be 14 for headings and 12 for normal text.
- 3) All the headings should be in bold and all the other matter should be normal.
- 4) The text should be justified throughout the report except for headings, figures, tables, schemes etc.
- 5) The line spacing should be fixed at 1.5 for the entire report.
- 6) The page numbers should be mentioned at bottom middle position.
- 7) The top, bottom and right margins should be 1” each whereas the left margins should be set at 2.5”.
- 8) The chapters should be numbered as Chapter-1, Chapter-2, etc. whereas figures, charts, tables etc. should be numbered as 1.1, 2.1 etc. For example figure 1.1 corresponds to first figure in chapter-1.
- 9) The report should be minimum of 30 pages and maximum of 50 pages.

3.3 Chapter Outline for Final Report Preparation

The report should be divided into minimum of 5 chapters. The number of chapters can be increased to maximum of 7 depending upon the requirement and nature of the work undertaken by the students. The suggestive guidelines for each chapter are as follows:

Chapter-1: Chapter-1 should be titled as “**Introduction**”. It should include the aim, importance, applicability, scope, relevance etc. of the proposed work.

Chapter-2: Chapter-2 should be entitled as “**Review of Literature**”. The chapter should discuss the extensive literature related to project. This should contain the authoritative as well as latest references in the field of proposed work. The gaps in existing work should be clearly defined in this chapter which has led to the need of the proposed work. The references should be authoritative and literature should be organised in such a way that references are cited in chronological order starting from oldest and

proceeding to the latest reference till date.

Chapter-3: Chapter-3 should be entitled as “**Implementation of project**”. This should contain the detailed outline of the project like objectives, hypothesis (if any), experimental work, methodology / designing / tools / techniques / instrumentation, coding, circuit designs, field settings, testing and implementation etc. used during the course of the project.

Chapter-4: Chapter 4 should be titled as “**Results and Discussions**”. This chapter should contain details about the results obtained and discussions based upon the results. All the supporting information like Graphs, tables and figures, screenshots, outputs should be part of this chapter.

Final Chapter: Last Chapter should be titled as “**Conclusion and Future Scope**”. The conclusion part of the project work should be properly discussed based upon the results obtained rather than the hypothesis or assumptions. This chapter should also contain the future perspectives and applicability related to the project work.

Publication Details: This section should be entitled as “**List of publications/conference papers**”. This section should include the list of publications which have been the direct outcome of the project work undertaken by the student. The student must mention the list of such publications along with their status such as published, reviewer’s comments received, communicated etc. In case of published articles, the copy of same can be attached. In case the publication is in conference, details should be provided about type of conference (National / International), conference name, dates, venue, paper presentation and publication details such as volume, issue, page nos. In case the research publication is published in a reputed journal details such as name of the journal, ISSN, volume, issue, page number etc. should also be mentioned.

Annexures: Annexure-I and III should be submitted along with the project report.

3.4 Guidelines for Writing References

- The references should be written after publication details.
- References must be typed as Superscripted in text.
- Multiple references must be comma (,) separated.
- **While writing the reference for a paper in journal**, following order should be followed
 - a) Initial and surname of the authors
 - b) Title of the paper in inverted commas
 - c) Name of the Journal in italics (Standard abbreviation can be used)
 - c) Volume number in bold
 - d) First page-last page
 - e) Year of publication

For example- J. Luo, C. W. Chen, K. J. Parker, and T. S. Huang, “Artifact reduction in low bit rate DCT-based image compression” *IEEE Trans. Image Processing*, **vol. 5**, pp. 1363–1368, Sept. 1999.

- **While writing the reference of a book chapter**, following order should be followed
 - a) Initial and surname of the authors
 - b) Title of the book
 - c) Edition of the book in round brackets
 - d) Name of publisher
 - e) Year of book in bold

- f) First page-last page

For example- M. Kitamura, R. Noyori in Ruthenium in Organic Synthesis (Ed.: S.-I. Murahashi), Wiley-VCH, Weinheim, **2004**, pp. 3–52.

- **While writing the reference for website**, following order should be followed

- a) URL of the website
- b) Dated: DD/MM/YYYY

For Example- [https://www.hopkinsguides.com/hopkins/view/Johns Hopkins Diabetes Guide/547042/all/DPP IV Inhibitors](https://www.hopkinsguides.com/hopkins/view/Johns_Hopkins_Diabetes_Guide/547042/all/DPP_IV_Inhibitors); Dated: 16/07/2019

3.5 Table of Contents

S. No.	Title	Page
1	Declaration by Student	
2	Acknowledgement	
3	Abstract	
4	List of Tables	
5	List of Figures/ Charts	
6	List of Schemes/Algorithms	
7	List of Symbols	
8	List of Abbreviations	
9	Chapter-1 Introduction	
10	Chapter-2 Review of Literature	
11	Chapter-3 Implementation of project	
12	Chapter-4 Results and Discussions	
13	Final Chapter- Conclusion and Future Scope	
14	Publication details	
15	Annexures	
16	References	

CHAPTER-4

Evaluation Parameters for Capstone Project Courses

The project evaluation process is very crucial for the success of the project. Project evaluation is concerned with performance tracking along with the life of a project and demands special attention. At the heart of this process lies a system of criteria one has to take into account when performing the evaluation. This chapter emphasizes on the course weightages and CA / ETP parameters on which the student performance shall be evaluated.

4.1 Course weightages

Component	Weightage
Continuous Assessment (CA) on the basis of Project Summary	30%
End Term evaluation by panel members	70%
Total	100%

4.2 Evaluation Parameters for Continuous Assessment (CA) based on Project Summary

S. No.	Parameter	Maximum Marks
1.	Title of the Project	5
2.	Objectives of the Project	10
3.	Results and Findings of the Project	5
4.	Specific Outcomes of the Project	5
5.	Learnings of the Project	5

4.3 Evaluation Parameters for End Term Practical Viva

Parameter	Sub-Parameter	Maximum Marks
Innovation and applicability of proposed work (25)	The project work has addressed any of the following a) Societal Issues b) Industrial issues c) Government issues (Policy making etc.) d) Business issue e) Environmental issues f) Conceptual g) Enrich the discipline h) News worthy i) any other (Please fill the category) _____	10
	The candidate has been able to generate any of the following as a project outcome a) IPR generation (Patents/Copyrights/design/prototype) b) New innovations c) Quality publications d) Societal Contributions e) Policy Making * Marks can be allocated depending upon the status of publication as submitted, under review, reviewers' comments received or published	10
	The project work will solve the problem at any of the following a) State level b) National Level c) International Level d) Organization level	5
Quality of the project done (25)	The student has achieved all the objectives of the proposed work.	5
	The project has technological capabilities and is as per the market needs and requirements.	5
	The project has capability to be commercially viable in terms of scale up and cost effectiveness.	5
	The project work includes skill-based learning outcomes.	5
	The depth and quality of the project is as per the expectation from PG level.	5
Presentation (20)	The student is well aware with the latest trends of development in the proposed area of work	5
	The candidate is confident and was able to answer the queries / question raised with proper justifications	5
	The candidate was open to the observations and pertinent suggestion formulated during presentation / Discussion	5
	The presentation includes the relevant information and is precise, correct and comprehensive	5

4.4 Submission of the Published Research Paper:

Student will include the published research paper/s which have been the direct outcome of the research work and its proof/s in publication details section of project report. Publication should be in UGC Care journals or Book Chapters having ISBN.

Important point:

1. Only those publication or book chapters shall be considered which are affiliated to Lovely Professional University and the name of the students as well as the supervisor is mentioned in the list of authors in the publication. The research publication must be related to the project work undertaken by the students. Research paper published which is not in sync with project topic shall not be considered for ETP evaluation.
2. Research paper communicated must be original work of student. At any point of time, if a student is found to be presenting the project research work of someone else it shall be treated as case of academic misconduct and can be treated accordingly. All matters related to academic misconduct will be dealt as per the university policy on academic misconduct.

CHAPTER-5

Award of Grades for Capstone Project Courses

5.1 Award of passing grades

The student shall be awarded pass grade (O, A+, A, B, C, D) on the basis of satisfying the following criteria:

- a) Submission of final report in online mode on LMS by **27th January 2024**.
- b) Minimum of 40 percent marks in ETP evaluation.

5.2 Award of ‘R’ Grade and Online R Grade Registration

The student can either be awarded as R grade or E grade. “R” grade stands for resubmission. In case a student is awarded this grade, then one is required to re-submit the report and reappear for ETP viva again as per LPU LMS announcement made from time to time.

A student will obtain “R” grade in the following cases:

- a. In case the student fails to submit the report in all the permissible time limits.
- b. In case a student is unable to secure enough marks to meet the passing condition.
- c. In case a student is absent in ETP Viva.

The following should be kept in mind for the applicability of R grade:

- 1) Registration for R Grade shall be conducted online via LPU LMS. Interface for R Grade registration will be provided by Examination as per prescribed timelines by CDOE.
- 2) After award of R grade, student will be required to pay a resubmission fee of Rs. 1000/- as per dates notified by CDOE.
- 3) R grade ETP viva shall be taken as per schedule prescribed by CDOE.
- 4) If the student is unable to pass the R grade Viva at first instance, then E grade shall be awarded to the student.

In case of E Grade, the student is required to re-register for the course in the next term. The student is required to repeat the Project work and rewrite the report.

Annexure-I
Project Summary

Registration No: _____ Name of student: _____

Title of Capstone Project / Project Work:

Objectives of the Project:

1. _____
2. _____
3. _____
4. _____

Results and Findings:

Specific outcomes of the Project:

Learnings from the Project:

Any Challenges/issues faced during the Project:

Signature of the Student:

Annexure-II

Cover Page

(ADD TOPIC HERE ---- ADD TOPIC HERE)

(In Times New Roman fontBold)

A Project Report

Submitted in partial fulfilment of the requirements for the

Award of the degree of

(in Times New Roman,)

“Name of the Program”

Fontsize16

By

Student Name

(<in Times New Roman font size 14> bold)

(Enter Registration Number Here)

(in Times New Roman, bold)



LPUOnline
Same Degree, Now Online.

Entitled by UGC

Centre for Distance and Online Education
LOVELY PROFESSIONAL UNIVERSITY
PHAGWARA, PUNJAB

Year

(In Times New Roman <fontsize16> bold)

Annexure-III

Declaration by the Student

To whom-so-ever it may concern

I, Name of the student. Registration Number of the student. hereby declare that the work done by me on “Topic of the project”, is a record of original work for the partial fulfilment of the requirements for the award of the degree, Programme name.

Name of the Student (Registration Number)

Signature of the student

Dated: