

TILAK MAHARASHTRA VIDYAPEETH, PUNE
DEPARTMENT OF ECONOMICS

GUIDELINES FOR WRITING DISSERTATION/PROJECT REPORT

(FOR M.A. ECONOMICS STUDENTS)
(ONLY FOR SEMESTER- IV)

NOTES FOR DISSERTATION OR PROJECT REPORT:

1. Dissertation or Project Report is applicable to only to the students of Semester-IV
2. The content of Dissertation or Project Report should be original.
3. The evaluation criteria depends on the originality of the subject, methodology used in the project, method of analysis, use of statistical tools, presentation of data etc.
4. The department/Vidyapeeth has right to reject the Dissertation or Project Report, if it comes under the purview of plagiarism or copy or downloaded report from the internet.
5. Maximum marks for Dissertation is 60 and 40 marks are allotted for the Viva-Voce. (Oral Examination)
6. The time table regarding Viva-Voce (Oral Examination) shall be informed by the department.
7. The student shall present his/her topic before the expert/s, followed by academic discussion.
8. For the complaints regarding plagiarism or copy, the Vidyapeeth shall not responsible.
9. The content of the dissertation or project report shall be as per the methodology. (the illustration is given on next page)
10. The submission of dissertation or project report shall be done in the month of March and Viva-Voce shall be arranged in the month of April.
11. The dissertation or project report shall be submitted to the department of economics through proper channel.
12. The decision of the department regarding acceptance/reject of the dissertation or project report shall be final.
13. The list of research topics are given on our website, the student can choose any one topic from the list. The student can choose any other topic, which not given in the list.
14. The duplication of research work is not allowed. Each student shall take separate research topic.
15. For the details of the research topic please visit www.tmv.edu.in

FORMAT and METHODS FOR PREPARATION OF PROJECT REPORT

FOR M.A. ECONOMICS STUDENTS (SEMESTER-IV)

1. ARRANGEMENT OF CONTENTS:

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

1. Cover Page & Title Page
2. Bonafide Certificate
3. Acknowledgement
4. Table of Contents
5. List of Tables
6. List of Figures
7. List of Symbols, Abbreviations and Nomenclature
8. Abstract
9. Chapters (I, II, III, IV)
10. Appendices
11. References

The table and figures shall be introduced in the appropriate places.

2. PAGE DIMENSION AND BINDING SPECIFICATIONS:

The dimension of the project report should be in A4 size.

The project report should be bound using BLACK cover.

The cover should be printed in BLOCK letters and the text for printing should be identical.

3. PREPARATION FORMAT:

3.1 Cover Page & Title Page –

A specimen copy of the Cover page & Title page of the project report are given in Appendix 1.

3.2 Bonafide Certificate –

The Bonafide Certificate shall be in double line spacing using Font Style Times New Roman and Font Size 14, as per the format in Appendix 2.

The certificate shall carry the supervisor's signature and shall be followed by the supervisor's name, academic designation (not any other responsibilities of administrative nature), department and full address of the institution where the supervisor has guided the student. The term 'SUPERVISOR' must be typed in capital letters between the supervisor's name and academic designation.

3.4 Acknowledgment-

The student shall give Acknowledgment, where he/she can acknowledge the people, who have helped during the project report.

3.3 Abstract –

Abstract should be one page synopsis of the project report typed double line spacing, Font Style Times New Roman and Font Size 14.

3.4 Table of Contents –

The table of contents should list all material following it as well as any material which precedes it. The title page and Bonafide Certificate will not find a place among the items listed in the Table of Contents but the page numbers of which are in lower case Roman letters. One and a half spacing should be adopted for typing the matter under this head. A specimen copy of the Table of Contents of the project report is given in Appendix 3.

3.5 List of Tables –

The list should use exactly the same captions as they appear above the tables in the text. One and a half spacing should be adopted for typing the matter under this head.

3.6 List of Figures –

The list should use exactly the same captions as they appear below the figures in the text. One and a half spacing should be adopted for typing the matter under this head.

3.7 List of Symbols, Abbreviations and Nomenclature –

One and a half spacing should be adopted or typing the matter under this head. Standard symbols, abbreviations etc. should be used.

3.8 Chapters –

The chapters may be broadly divided into 3 parts (i) Introductory chapter, (ii) Chapters developing the main theme of the project work (iii) and Conclusion.

The main text will be divided into several chapters and each chapter may be further divided into several divisions and sub-divisions.

- Each chapter should be given an appropriate title.
- Tables and figures in a chapter should be placed in the immediate vicinity of the reference where they are cited.
- Footnotes should be used sparingly. They should be typed single space and placed directly underneath in the very same page, which refers to the material they annotate.

3.9 Appendices –

Appendices are provided to give supplementary information, which is included in the main text may serve as a distraction and cloud the central theme.

- Appendices should be numbered using Arabic numerals, e.g. Appendix 1, Appendix 2, etc.
- Appendices, Tables and References appearing in appendices should be numbered and referred to at appropriate places just as in the case of chapters.
- Appendices shall carry the title of the work reported and the same title shall be made in the contents page also.

3.10 List of References –

- The listing of references should be typed 4 spaces below the heading “REFERENCES” in alphabetical order in single spacing left – justified.
- The reference material should be listed in the alphabetical order of the first author. The name of the author/authors should be immediately followed by the year and other details.
- References should be numbered at the end of every chapter or for all those chapters, where references need to be given.

The following format may be used for writing the Bibliography/References.

A typical illustrative list given below relates to the citation example quoted above.

REFERENCES

1. Aripnammal, S. and Natarajan, S. (1994) ‘Transport Phenomena of Sm Sel – X Asx’, Pramana – Journal of Physics Vol.42, No.1, pp.421-425.
2. Barnard, R.W. and Kellogg, C. (1980) ‘Applications of Convolution Operators to Problems in Univalent Function Theory’, Michigan Math. J., Vol.27, pp.81–94.
3. Shin, K.G. and McKay, N.D. (1984) ‘Open Loop Minimum Time Control of Mechanical Manipulations and its Applications’, Proc.Amer.Contr.Conf., San Diego, CA, pp. 1231-1236.

3.10.1 Table and figures –

By the word Table, is meant tabulated numerical data in the body of the project report as well as in the appendices. All other non-verbal materials used in the body of the project work and appendices such as charts, graphs, maps, photographs and diagrams may be designated as figures.

4. TYPING INSTRUCTIONS:

The impression on the typed copies should be black in colour. One and a half 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 14.

- Bond paper (A4 size) should be used for the preparation of the project report. Typing should be done on one side of the paper with character font in **size 12 of Times New Roman**.

- The layout should provide a margin of 1.50 Inches on the left, 1.00 Inches on the top, bottom and right.
- Fresh paragraph should commence after **five spaces**. **Double-spacing or One and half line** spacing shall be provided through the report.
- The page numbers should be indicated at the top-middle or bottom-middle of the each page.
- Should not underline the heading/subheadings and should not put colons (:) in headings or subheadings.

Arrangement of Paragraph in a Chapter:

- Each paragraph in a chapter should be properly numbered for example, 2.1, 2.2 etc., where first digit represents the Chapter Number and second digit the paragraph number. There is no need to indicate the number for the first paragraph in a chapter.
- Sub-paragraphs, if any indicated as 1.1.1, 1.1.2 etc. i.e. first digit representing the chapter, the second representing the paragraph and third representing the sub-paragraph.
- **Don't underline the headings or subheadings or side heading**. Instead use the bold letters.

Photographs/Figures and Tables

- The figures, photographs and tables occurring in a chapter may be serially numbered as Fig. 1.1, 1.2 etc., where the first digit represents the chapter, the second digit represents Figure number.
- The photographs may be represented as Photo 1.1, 1.2 etc., the first digit representing chapter and the second digit represents Photograph number.
- The tables may be represented as Table 1.1, 1.2 etc., the first digit representing chapter and the second digit represents table number.

Graphs

- The graph should clearly indicate the points, which are used for drawing the curve or curves. All the Graphs should be serially numbered as given above.

APPENDIX – 1

(A typical Specimen of Cover Page & Title Page) (All Bold Letters)

**TITLE OF PROJECT REPORT A PROJECT
REPORT**

(Font size 20, Times New Roman)

A PROJECT REPORT

(Font size 18, Times NewRoman)

Submitted by

(Font size 14, Times NewRoman)

NAME OF THE CANDIDATE

(Font size 16, Times NewRoman)

in partial fulfillment for the award of the degree of

MASTER OF ARTS (M.A.) IN ECONOMICS

(Font size 16, Times NewRoman)

IN

THE POST GRADUATE DEPARTMENT OF ECONOMICS

(Font size 16, Times NewRoman)

TILAK MAHARASHTRA VIDYAPEETH,

PUNE-411037

(Font size 18, Times NewRoman)

MONTH & YEAR SPECIMEN

(Font size 16, Times NewRoman)

SPECIMEN

**SOME PERFORMANCE ASPECTS
CONSIDERATIONS OF A CLASS OF ARTIFICIAL
NEURAL NETWORK**

A PROJECT REPORT

Submitted by

SHIVAJI KESHAV GURAV

in partial fulfillment for the award of the degree of

MASTER OF ARTS (M.A.) IN ECONOMICS

IN

**THE POST GRADUATE DEPARTMENT OF
ECONOMICS
TILAK MAHARASHTRA VIDYAPEETH,
PUNE-411037**

MARCH 2017

APPENDIX 2
(A typical specimen of Bonafide Certificate)

**TILAK MAHARASHTRA VIDYAPEETH,
PUNE-411037
POST-GRADUATE DEPARTMENT OF ECONOMICS**

BONAFIDE CERTIFICATE

Certified that this project report “.....TITLE OF THE PROJECT.....” is the bonafide work of “.....NAME OF THE CANDIDATE(S).....” who carried out the project work under my supervision.

NAME, DESIGNATION & SIGNATURE OF THE SUPERVISOR

NAME & SIGNATURE OF THE STUDENT

NAME & SIGNATURE OF HEAD OF THE DEPARTMENT

APPENDIX 3
(A typical specimen of table of contents)

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