



SULLAMUSSALAM
SCIENCE COLLEGE

Sullamussalam Science College, Areekode

An initiative of RCEC in association with IQAC

Project Quality Assurance Committee (PQAC)

Quality Projects...Quality Publication...

REPORT

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Submitted on

13- September- 2022

Members of the Committee

- Dr. Muhammed Jamsheer T P
- Dr. Mohammed Rasi U P
- Dr. Suhail P
- Mr. Sabeel P K
- Ms. Abida Abdulla

Role of the Committee

The committee sets guidelines and evaluates the projects for its quality enhancement. It also addresses the key issues and challenges faced by the students and faculties.

The committee has visited seven UG and 5 PG departments and met project coordinators and HoDs. We reviewed entire process of project execution using a detailed questionnaire and evaluated their last year project reports. Initial stage to final submission and their outcomes were covered in the assessment.

Key Findings

- Compared to other colleges, our college is following very serious and strict approach on project but there is no significant outcome or publication to highlight.
- Most of the department has systematic execution steps to implement project but few of them not taken that in a serious manner.
- Department does not have set goals to achieve via project
- Many of them don't have any best practices to highlight
- Uniform thesis format not there even within a department
- Evaluation steps are not having any specific guidelines
- Students are unaware about university project guidelines
- Lack of proper monitoring and continuous progress evaluation

Challenges and Issues faced by Department – possible remedies

Some of the serious concerns of faced by department while executing projects

- University schedule and time
 - Start early - 5th semester (UG), 3rd semester (PG)
- Core papers not taught in the first two years
 - Project sensitize from 1st sem onwards and support with required tools
- Curriculum based learning (not project based)
 - Experiential learning, internships and Mini projects
- Ability/seriousness of the students
 - Highlight benefits of project and establish healthy practice
- Lack of proper facilities
 - recommended to authorities
- Faculty-student ratio
 - Promote external project guideship with strict monitoring basis.
- External evaluation is not serious
 - our internal approach and practices need to be informed prior to valuation
 - Inform about best project award judgement
- Student's does not have personal computer or laptops to work

Project Evaluation-

PQAC focuses on the following areas to analyze and evaluate project quality. PQAC recommends a Centralized Monitoring Committee(CMC) should monitor progress and outcomes of these areas twice in a year.

1. Initial stage

- a. Sensitization of project must begin early on. Inculcate research culture in students by enlightening the significance of project and research from the first semester onwards (even though it is not given much importance in the syllabus based on credit).
- b. Project work must begin in the 5th semester (July 2nd week).
- c. Prior to the proposal submission, an elaborate project orientation must be given to the students.
- d. Proposal must be submitted by following proper guidelines and format.

2. Diversity/Novelty

- a. Ensure students choose original topics from diverse areas.
- b. Ensure good individual contribution from the students.
- c. Encourage students to work on publishable content.
- d. Plagiarism must be checked using software such as Urkund/Turnitin.
(Minimum plagiarism: UG projects - 30 %; PG projects – 20 %)

3. Structure, Execution and Monitoring Process

- a. Execute a proper work plan.
- b. Make sure students submit their works on set deadlines.
- c. Monitor the progress of the students on a regular basis.
- d. Data collection should be Original – verify it
- e. Assign a Internal mentor/ faculty advisor to closely watch the progress

4. Final Draft (Presentation)

- a. A presentation must be done by the students before submitting the final project report/dissertation.
- b. The presentation must follow a proper format.
- c. Use of PPT is recommended (necessity may vary depending on the department).

5. Uniformity

- a. Bring uniformity in project reports/dissertations by using a uniform template (LaTeX/Word).
- b. All the departments must follow a uniform cover page format
- c. Ensure proper format is used (APA/Vancouver/MLA) and university guidelines are followed.
- d. Students must submit hard copy as well as soft copy.

6. Publications and Conferences

- Focus on an annual conference/symposium where (at least some) students can present their projects. It can either be an external or internal conference.
- Maintain a department journal.

Time Line



✚ Project Orientation- must include

- Goals and benefits of a project
- How to choose a topic/problem
- How to write a proposal
- To increase the quality of the project (novelty, diversity, structure etc.)
- Methodology
- Literature Review
- University Guidelines



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✚ A proposal must include

- Introduction
- Statement of the problem
- Objectives
- Contribution – Novelty
- Date and methodology
- Work plan

✚ A progress presentation must include

- Title page
- Outline (of the presentation)
- Introduction
- Methodology
- Results and discussion
- Work to be done

✚ A final presentation must include

- Title page
- Outline (of the presentation)
- Introduction
- Methodology
- Result/Conclusion
- Acknowledgement
- References
- Conferences attended
- Paper published/submitted

✚ A final project report/dissertation must include

- Cover page
- Declaration
- Certificate
- Acknowledgement
- Table of Contents
- List of figures
- List of tables
- Abstract
- Chapters
- Summary
- References
- Conferences attended
- Paper(s) published/submitted
- Attach Plagiarism certificate issued by library



Suggestions and Recommendations to the Departments

- Promote experiential learning in classrooms, which not only cultivates research culture, but also develops students' skills.
- Maintain student project diary
- Conduct workshop/add on course on literature review, basic tools (e.g., MS Office/Latex) and publication procedures
- Introduce mini project (in the 3rd / 4th semester (UG) – 2nd semester (PG))
- Best Project Award (Internal valuation – 60%: External valuation-40%)
- Introduce journal clubs – Journal reading and discussion club
- Promote internships
- Department Journal – a collection of project report synopsis
- Promote skill-oriented projects (necessity may vary depending on the department)
- Collect proper feedback from the students
- Department project repository
- Publish University project guidelines on notice board
- All the events related to projects should be documented and will be assessed by CMC

Suggestions and Recommendations to the College

- The college can conduct a college level annual symposium where students can showcase their project outcome.
- The best project of each department can be awarded.
- Maintain a college repository.
- Allocate a special fund for research purposes.
- Provide a reading and a research space with a well equipped computer center and a proper internet facility
- Licensed software required - MS Office, Latex, Mendeley, Grammarly, Urkund/Turnitin, Mathematica, MATLAB, Coding, R-programming, Origin, SPSS.

Suggestions and Recommendations to the Library

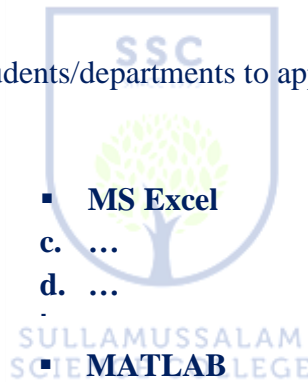
- Provide a direct access to the digital library
- Provide easy online journal access
- Arrange a reading/research space Library promotional programs should arrange to attract students to library.
- Project repository

❖ Roles

College	Centralized Monitoring	Department	Project Coordinator
<ul style="list-style-type: none"> • Basic amenities • Computer center • Reading room • Special fund allocation • Library • Journal • Repository 	<ul style="list-style-type: none"> • Assessment @ each levels • Quality measurement • Outcomes • Conference • Publication 	<ul style="list-style-type: none"> • Year plan • Workshops • Training • Assistance • Check progress 	<ul style="list-style-type: none"> • Coordination • Grievance Redressals • Scheduling • Bridge b/w guide and student

In-House Faculty Pool

A faculty pool can be created for students/departments to approach if needed (eg.to give a workshop, to clarify doubts etc)



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| <ul style="list-style-type: none"> ▪ LaTeX a. ... b. ... | <ul style="list-style-type: none"> ▪ MS Excel c. ... d. ... | <ul style="list-style-type: none"> ▪ MS Word e. ... f. ... |
| <ul style="list-style-type: none"> ▪ MS PowerPoint g. ... h. ... | <ul style="list-style-type: none"> ▪ MATLAB o. ... p. ... | <ul style="list-style-type: none"> ▪ SPSS q. ... r. ... |
| <ul style="list-style-type: none"> ▪ Origin m. ... n. ... | <ul style="list-style-type: none"> ▪ Urkund k. ... l. ... | <ul style="list-style-type: none"> ▪ R-programming i. ... j. ... |

Special Comments:

- Healthy practices and strict governance is key to generate a Quality Project
- Even though we follow curriculum-based learning scheme, enlighten the students about the scope of project-based learning method and through which ignite their thought process
- Student should gain some expertise or skill through project and the same skill he /she should be able to express in their CV confidently
- Should collect the feedback from students regarding project experience every year and take necessary steps improve further.
- We recommend to form a Centralized Monitoring Committee (CMC) to monitor and evaluate entire process.
- We believe that a collective effort to implement the report will change entire ambience of the campus
- All the recommendation and suggestions presented above are possible to implement within the given time frame without any doubt. Only we need is the determination, team work and effort to achieve the goals.



To achieve a quality project, outlining the project, assigning the team, prioritizing goals and managing time is inevitable. Along with this communicating the expectation, goals, meeting the deadlines and updates with the team and stake holders is essential for effective project.

Thank You

Appendix A – GUIDELINES FOR PROJECT THESIS & LAYOUT

Cover Page & First Page

<<<TITLE>>

**A Project Report submitted for the award of the
Degree of**

.....

(University of Calicut)

Submitted By

<<Name of the student>>

Under the guidance of

<<Name of the supervisor>>



<<Name of the Department>>

<<Name of the Institution>>

(Affiliated to University of Calicut)

Month Year

ACKNOWLEDGEMENT

I would like to thank

Date:

Name of the Student



DECLARATION

I hereby declare that this submission is my own work and that, to the best of my knowledge and belief, it contains no material previously published or written by another person or material which has been accepted for the award of any other degree or diploma of the university or other institute of higher learning, except where due acknowledgment has been made in the text.

Date:

Signature:

Name:

Reg. No.:



CERTIFICATE

This is to certify that the project report entitled <<TITLE HERE>> submitted by <<Name of the Student>> (Register Number: << Reg. No.>>) to University of Calicut for the award of the degree of in is a bonafide record of the project work carried out by him/her under my supervision and guidance. The content of the report, in full or parts have not been submitted to any other Institute or University for the award of any other degree or diploma.

Signature

<<Name Project Guide>>

<<Designation>>



Signature:

<<Name of the HOD>>

<<Designation>>

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PROJECT EVALUATION REPORT OF THE EXAMINERS

Certified that the candidate was examined by us in the Project Viva Voce Examination held on and his/her Register Number is

Examiners:

- 1.
- 2.

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Abstract

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1.2 <<Section Name>>

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1.2.1 <<Sub-Section Name>>

<< Page No>>



ABSTRACT

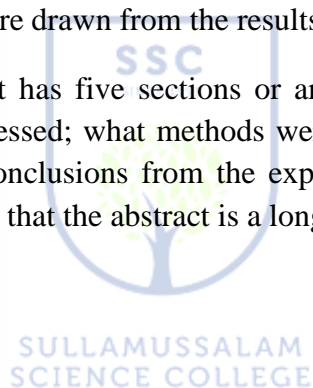
The abstract is a very brief summary of the report's contents. It should be about half a page long. Somebody unfamiliar with your project should have a good idea of what it's about having read the abstract alone and will know whether it will be of interest to them.

An abstract is a section at the beginning of a report, dissertation, thesis or paper summarising the contents, significant results and conclusions of said document. It allows people to rapidly ascertain the documents purpose and if the document will be useful for them to read.

The abstract is not the same as a summary in the sense you are think of. It is a standalone account of the document giving purpose of the work (objectives), method used, scope of the work, results, conclusions and recommendations.

The abstract, although it comes first logically, always should be written at the completion of the other chapters of the project report. It needs to be written last because it is the essence of your report, drawing information from all of the other sections of the report. It explains why the experiment was performed and what conclusions were drawn from the results obtained.

A general guideline for an abstract has five sections or areas of focus: why the experiment was conducted; the problem being addressed; what methods were used to solve the problem; the major results obtained; and the overall conclusions from the experiment as a whole. Do not be misled, however, from this list into thinking that the abstract is a long section.



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BIBLIOGRAPHY

Ideas or contents taken from other sources should be properly cited. It is important that you give proper credit to all work that is not strictly your own, and that you do not violate copyright restrictions.

References should be listed in alphabetical order of authors' surname, and should give sufficient and accurate publication details. MLA/Vancouver or any specified format in your subject is to be followed while preparing citations.

