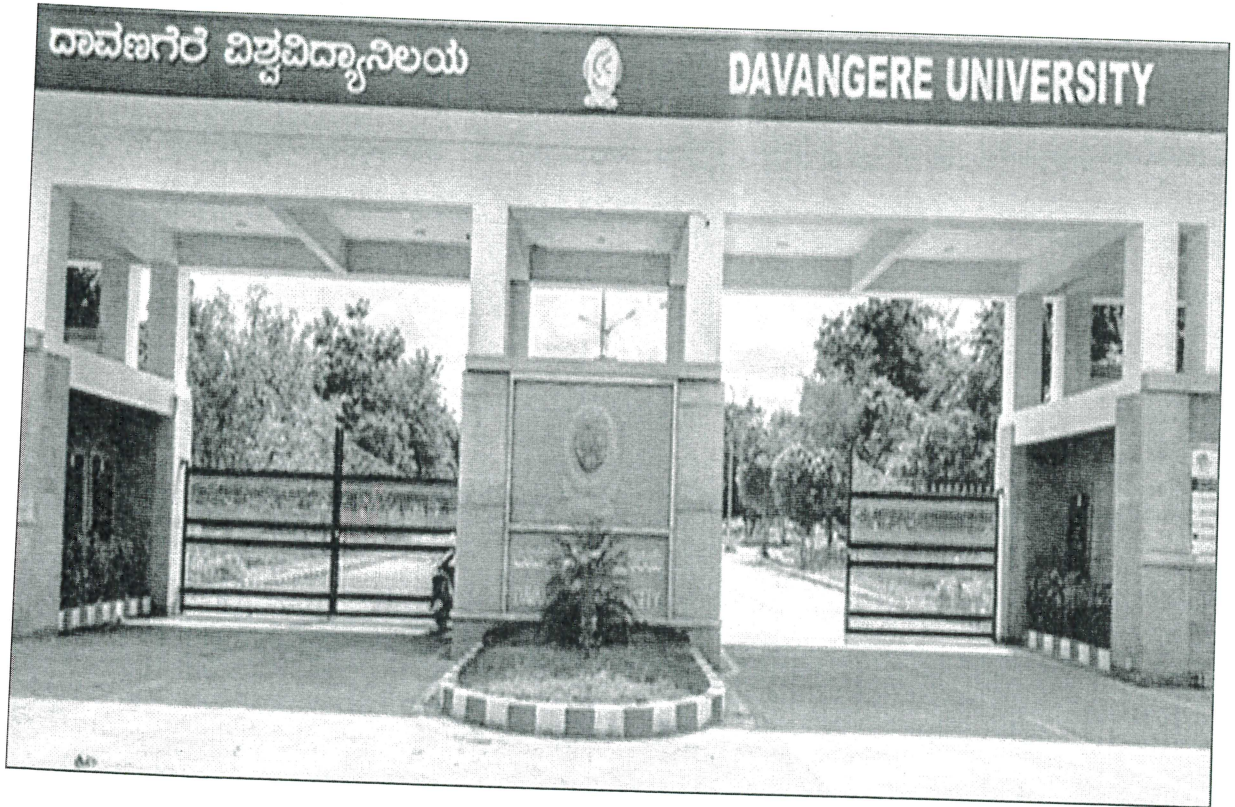


Guidelines for Project Report and Viva Voce Examination

Bachelor of Arts (B.A.), Bachelor of Social Work (BSW), Bachelor of Visual Arts (BVA)

{W.e.f. 2026-27 Onwards}



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26UGPW 1.0	An Overview of the Project work
	<p>Every student is required to undertake a project in their area of interest and prepare a comprehensive project report under the guidance of a Faculty Supervisor. This process not only reinforces theoretical knowledge but also fosters essential skills such as technical proficiency, practical knowledge, analytical thinking, and effective communication.</p> <p>Students are expected to approach their projects with a strong commitment to quality and academic integrity. This includes conducting thorough research, adhering to ethical standards, and engaging in critical analysis of their findings. The project work is designed to prepare students to address real-world challenges and enhance their readiness for professional careers and future academic pursuits.</p>
26UGPW 1.1	Objectives of the Project Work
	<ol style="list-style-type: none"> 1) To provide students with practical experience that complements their academic learning and enhances their understanding of real-world applications. 2) To enable students to demonstrate their understanding of the opportunities and challenges faced by organization, thereby illustrating their ability to connect theory with practice. 3) To assess students' capabilities in collecting, analyzing, interpreting, and synthesizing information and data, thereby fostering critical thinking and problem-solving skills. 4) To ensure that students can effectively communicate their findings in a structured and coherent manner, highlighting their ability to convey complex information clearly and succinctly.
26UGPW 1.2	Criteria for Topic Selection
	The student can undertake research topic in the area of social science discipline. Provided it aligns with the objectives of the project work and contributes meaningfully to the student's academic and professional development.
26UGPW 2.0	Commencement of Project Work
26UGPW 2.1	

	<p>a) Students in the VI Semester, upon completing the V Semester End Examination, are required to undertake project work as per the Calendar of Events issued by the Head of the Department/Principal.</p> <p>b) This project work carries two (02) credits during the VI Semester of the program.</p> <p>c) Once a project title is chosen, students must submit a duly filled Registration Form to their assigned guide. The format of the Registration Form is provided in Appendix I, and it will be retained by the Office of the Head of the Department.</p> <p>d) Project work should preferably address issues or problems within organizations or involve freelance projects.</p> <p>e) The titles of the project work must be distinct for each student. If there are similar titles, students must ensure that the objectives of their research studies are entirely different.</p> <p>f) Students shall submit the synopsis of their project work according to the scheduled timeline and the prescribed format to the Office of the HOD, through their guide. The format for the synopsis is provided in Appendix II.</p> <p>g) Students and their guides should engage in regular interaction throughout the project. A Project Work Diary must be maintained by the respective guides to enhance the quality of the project work. The format for the Project Work Diary is provided in Appendix III.</p>
26UGPW 2.2	Role and Responsibilities of Guides:
	<p>Internal Guides/Faculty Guide (College guides):</p> <p>a) Faculty guides must hold a Masters in respective field or any other equivalent degree to supervise students during their project work.</p> <p>b) The guide shall oversee the students' progress from the selection of the report title to the final submission of the report.</p> <p>c) Guides are authorized to reject reports that do not meet the expected standards of quality as outlined in the guidelines.</p> <p>d) Guides should encourage students to select contemporary, current, and organization -relevant topics for their project work.</p> <p>e) Guides should promote the collection of primary data wherever feasible. In cases where secondary data is used, students must ensure its relevance, adequacy, and reliability.</p>
26UGPW 3.0	Project Report Writing:
26UGPW 3.1	<p>The following are the required preliminary pages for the project work report. Students must adhere to this sequence:</p> <p>a) Cover Page and Title Page (Format - Appendix IV)</p> <p>b) Declaration by the students (Format - Appendix V)</p> <p>c) Certificate of Originality by the Guide (Format-Appendix VI)</p> <p>d) Acknowledgements</p> <p>e) Table of Contents (Format- Appendix VII)</p>

	<ul style="list-style-type: none"> f) List of Tables (Format – Appendix VIII) g) List of Graphs (Format – Appendix IX) h) Executive Summary
26UGPW 3.2	<p>Contents of the Chapters: This section provides an indicative framework for students regarding the contents of the chapters in the project work:</p> <ol style="list-style-type: none"> 1. Chapter One: Introduction <ul style="list-style-type: none"> • Background of the Topic • Research Design • Statement of the Problem • Need for the Study • Objectives of the Study • Hypotheses for the Study • Scope of the Study • Operational Definitions of Key Concepts • Methodology <ol style="list-style-type: none"> a) Data Collection b) Sampling c) Plan of Analysis • Limitations of the Study • Chapter Scheme 2. Chapter Two: Conceptual Framework of the topic An in-depth theoretical framework of the topic will be presented. 3. Chapter Three: Review of Literature: Minimum 10 reviews. 4. Chapter Four: Data analysis and Interpretation: Systematic analysis of primary or secondary data collected, presented with appropriate headings, data tables, and visual aids. 5. Chapter Five: Summary of findings, Conclusions and Suggestions. A summary of findings and suggestions should be presented in alignment with the objectives of the study. <p>Learning Experience: Reflection on the learning experience gained throughout the project.</p> <p>Bibliography (Format: See Appendix X for guidelines)</p> <p>Appendices / Annexures (If Any): This section contains supplementary material of interest to the reader that is not integral to the main report. It may also include documentation of any issues encountered during the project that may be useful for future reference.</p>
26UGPW 3.3	<p>Presentation of the Report:</p> <ol style="list-style-type: none"> a) Paper Format: Typing/Writing should be done on one side of A4 size paper. b) Margins: <ul style="list-style-type: none"> • Left margin: 1.75 inches • Right, top, and bottom margins: 1 inch each. c) Font Settings: <ul style="list-style-type: none"> • Font: Times New Roman • Chapter Heading: 14 pt, Centered, Capitalized

	<ul style="list-style-type: none"> • Sub-heading: 12 pt, Bold • Body Text: 12 pt <p>d) Line Spacing:</p> <ul style="list-style-type: none"> • Main text: 1.5 line spacing • Quotations and footnotes: Single line spacing. <p>e) Page Numbers:</p> <ul style="list-style-type: none"> • Main text pages should carry Arabic numerals centered at the bottom. • Title page, Acknowledgment, Table of Contents, etc., should be numbered using lowercase Roman numerals. <p>f) Chapter and Subdivision Numbering:</p> <ul style="list-style-type: none"> • Use Arabic numerals only for numbering chapters, divisions, and sub-divisions. • For example, sub-division 2 under division 4 of chapter 3 should be numbered as 3.4.2. <p>g) Tables, Graphs, and Diagrams:</p> <ul style="list-style-type: none"> • Each should have a respective number, caption, and source. • Tables and figures should be centered on the page. <p>h) Endnotes and Citations:</p> <ul style="list-style-type: none"> • Endnotes should be numbered consecutively within each chapter or throughout the entire report. • Citations in the main text should include the author(s) name and year, e.g., Sharma (2011) or (Sharma, 2011) as applicable. • Full references for citations must be included in the Bibliography.
26UGPW 3.4	Plagiarism:
	<p>a) Copying of material from any source without proper acknowledgement and referencing shall constitute plagiarism. In such cases, the College and the University shall initiate appropriate disciplinary action as per the prevailing UGC rules and regulations.</p> <p>b) All materials, documents, data, and supporting evidence relating to the Project work shall be submitted to the Guide for verification and shall be retained by the student until the University declares the final results. Students are advised not to dispose of any such materials after submission of the report, as they may be required to produce them during the Viva Voce examination or at any time as directed by the Institution/University.</p>
26UGPW 4.0	Submission of the Report:
	<p>a) Each student shall submit two hardbound copies of the report – one copy for evaluation and one copy to be retained by the student for presentation during the Viva Voce examination.</p> <p>b) The student shall also submit a soft copy (PDF format) of the report to the Head of the Department (HoD).</p> <p>c) The Head of the Department shall consolidate the soft copies (PDF format) of all students' reports and submit the same to the University</p>

	for record purposes, in accordance with the prescribed academic calendar.
26UGPW 5.0	Evaluation of the Report and Viva Voce Examination:
	<p>a) After the successful submission of the report by the student, the concerned Guide shall evaluate the report for 40 marks in accordance with the prescribed Evaluation Format (Appendix XI).</p> <p>b) The Head of the Department (HoD) shall constitute an external panel of examiners to conduct the Viva Voce examination for 10 marks, as per the prescribed Viva Voce Format (Appendix XII).</p> <p>c) It shall be the responsibility of the Head of the Department to consolidate the marks (Report Evaluation and Viva Voce) and submit the final marks to the University in accordance with the academic calendar notified by the University.</p>
26UGPW 6.0	Miscellaneous
26UGPW 6.1	The guidelines shall be read and interpreted as a whole for the purpose of any clarification or interpretation
26UGPW 6.2	Wherever the words "he", "him", or "his" occur in these regulations, they shall be deemed to include "she", "her", or "hers".
26UGPW 6.3	In the event of any doubt, difficulty, or ambiguity in the interpretation or implementation of these guidelines, the matter shall be referred to the Vice-Chancellor. The decision of the Vice-Chancellor shall be final and binding.
26UGPW 6.4	The University reserves the right to amend, modify, or change these guidelines at any time. Such amendments or modifications shall be applicable to all students with effect from the date notified by the University.

26UGPW 7.0: Appendixes:

**Appendix I
Registration Form**

1. Name of the Student :

2. Name of the Guide :

3. Proposed Research Area :

4. Proposed Research Topic :

5. Write a brief note on your topic: (Minimum 150 to 200 words)

Student's Signature:

Guide's Signature with date

Appendix II

Format of Synopsis:

Notes:

- The synopsis should not exceed 05 pages
- The cover page of the synopsis shall be the same as the cover page of the dissertation

The contents of the synopsis:

1. Introduction
2. Literature Review
3. Statement of the Problem
4. Need for the study
5. Objectives of the Study
6. Hypotheses for the Study (if any)
7. Scope of the study
8. Methodology
9. Sampling
10. Data collection
11. Plan of Analysis, and
12. Chapter Scheme

Appendix III

Project Work Diary

Sl.No.	Topics discussed	Progress as on date	Date of the meeting	Signature of the faculty

Note: The Guide and students are expected to meet at least once in a week.

Signature of the Student

Appendix IV

COVER PAGE & TITLE PAGE

Title < Font size Arial Narrow 18-All caps & Bold>

Project Report submitted in partial fulfillment of the requirements for the
award of the Degree of

**Bachelor of Arts (B.A.)/ Bachelor of Social Work (BSW)/ Bachelor of Visual Arts
(BVA)**

of

DAVANGERE UNIVERSITY

< Font size Arial Narrow 14-All caps & Bold>



Example

By (Font Size 14-Italic)

Name

Reg. No. ...

Under the guidance of

Name of guide.

Designation of guide

Name of the University

Name of the University

2026-2027 (Font Size 14)

[NOTE: Cover page should not contain any page number]

Appendix V

DECLARATION (BY THE STUDENT)

I hereby declare that the Project work entitled "Title of the Report", submitted to the Department of, College Name, affiliated to Davangere University, Davangere, is a record of original work carried out by me under the guidance of "Name of the Guide, Designation, Department, Institution/University".

This Project work Report is submitted in partial fulfilment of the requirements for the award of the Bachelor of Arts (B.A.)/ Bachelor of Social Work (BSW)/ Bachelor of Visual Arts (BVA) Degree by Davangere University, Davangere.

I further declare that this report is the outcome of my own efforts and has not been submitted to any other University or Institution for the award of any degree, diploma, certificate, or any other academic qualification.

Place:

Name :

Date:

Register Number:

Appendix VII
Table of Contents

Report Structure

CONTENTS		
Chapter No.	INDEX	Page No.
1	Introduction	
2	Conceptual Framework - topic name	
3	Review of Literature	
4	Data analysis and Interpretation	
5	Summary of Findings, Conclusion and Suggestions	
	Learning Experience	
	Bibliography	
	Annexure	

Appendix VIII

List of Tables

Table Number	Table Name	Page Number
1.1		
1.2		

Appendix IX

List of Figures

Figure Number	Figure Name	Page Number
1.1		
1.2		

Appendix X

Bibliography (Style of Referencing is APA format):

Books

Abraham, K. (2026). The dynamics of economic reforms: Economic liberalization and political transformation. McGraw-Hill Education.

Edited Volume

Aharoni, Y. (2026). On measuring the success of privatisation. In R. Ramamurti & R. Vernon (Eds.), Privatization and control of state-owned enterprises (pp. xx-xx). World Bank.

Journals

Boardman, A. E., & Vining, A. R. (2026). Ownership in competitive environments: A comparison of the performance of mixed, private, and state-owned enterprises. *Journal of Law and Economics*, 32(1), 1-33. <https://doi.org/xxxxx>

Reports and Gazettes

Asian Development Bank. (2026). India: Statistical abstract 2026. <https://www.adb.org>

Newspapers and Magazines

Ahluwalia, M. (2026, September). Some of the criticism directed at the IMF is not valid. *D+C Development and Cooperation*, 30, xx-xx

Websites

Ministry of Finance. (2026). Privatization. Retrieved November 6, 2026, from <http://www.mof.in/~epa/Privatise/index.html>

Ram Mohan, T. T. (2026). Privatisation in China: Softly, softly does it. Indian Institute of Management Ahmedabad. Retrieved October 2, 2026, from <http://www.iimahd.ernet.in/publications/public/Fulltext.jsp?wp-no=2004-09-04>

Appendix XI

Project Report Evaluation format for 40 Marks

Sl. No.	Registration No.	Name of the Students	40 Marks					Total Marks Secured
			Introduction & Methodology (10 Marks)	Conceptual framework (05 Marks)	Review of Literature (10Marks)	Data Analysis and Interpretation (10 Marks)	Summary of Findings, Suggestions and Conclusion (05 Marks)	

Appendix XII

Project work Viva Voce Examination format for 10 Marks by Panel of External Examiners appointed by the HOD

Sl. No.	Registration No.	Name of the Students	10 Marks					Total Marks Secured
			Self-Introduction (02 Marks)	Confidence (02Marks)	Communication Skills (02 Marks)	Question and Answer on reports (02 Marks)	Learning Experience (02 Marks)	

Note: The same guidelines may also be followed by BVA in their 8th semester

M. U. V. S. ...
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 Faculty of Arts
 Davangere University
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CPSO
Registrar
 Davangere University
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