Project Guidelines

B.Voc Courses

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**Project guidelines for B.Voc courses**

**INTRODUCTION:**

Each student is encouraged to take up a research oriented academic project in the respective discipline. The project should be original and should have considerable clinical relevance. The concerned faculty members guide the student in his/her project. After completing the project, each student has to submit a complete report of their respective projects.

All students enrolled in **BVOC** of the **Lingaya’s Vidyapeeth** should submit the project as partial fulfillment for the requirements of the award of degree.

A Project is largely based on student’s practical learning and to be pursued under the guidance of faculty advisor who will guide the project from its inception to the state of completion.

**OBJECTIVE OF A PROJECT WORK**

The objective of the Project Work enables the student to gain practical experience in laboratories. It enhances the student to meet program outcomes through development of an appreciation of the interrelations between theory research and practice. A project forms an introduction to scientific thinking and working.

**PROJECT SUGGESTIONS**

Prior to the project work the students to renew the scope of work with the mentor which includes the following points:

* Scientific questions
* Learning outcomes
* Recent trends in the respective fields
* Case study
* Prospective studies
* Retrospective studies

**PROJECT SUPERVISION**

The guide schedules the project work together with the student and provides an introduction to all laboratory skills that are needed. The mentor should clear all the queries related to the project. The project guide should submit project report about the progress at regular intervals of time as stipulated. The eligibility to be a project mentor/ faculty advisor is as given below:

1. Shall be a full time teacher in the recognize institution or college.
2. Should possess domain knowledge to the students.

**ASSESSMENT**

The students should prepare a project report in hard copy and as well as one copy as soft copy. The hard copy and soft copy must be submitted to the Vidyapeeth for review and evaluation and a spare copy to be kept with the student for reference. Viva- voce will be conducted based on the project title and project report by the Vidyapeeth.

**GUIDELINES FOR THE PREPARATION OF PROJECT REPORTS**

## The Project Report should be formatted using following rules:

* **Font Size**-12 in the body text, except the topics and titles, which should be font size 14.
* **Font Type**- Times New Roman.
* **Spacing**- The project should be 1.5 lines spacing.
* **Highlighting**- Topics and subtopics should be bolded and NOT be underlined.
* **Print Quality**- Final document should be of laser print quality.
* **Margins**- Margins of the report should be 1 inches on the top, bottom and right hand side. The left hand-side margin should be 1.25 inches to allow for binding.
* **Tables**- Larger tables may be typed in smaller font size (10-11) in order to maintain standard margins.
* **Numbers and Percentages**-must not begin a sentence.
* **Tables and Figures** - When presenting the table or figure there must be a finding section and an analysis section. Avoid using ‘table above, or table below.’ Instead indicate as ‘Table 4.1 shows that ….’
* **Final Binding** - Presented as Hard Copy (Blue Color), preferably Xerox hard cover book binding. The binding should be ascertained by the Librarian.
* **Pagination**: Bottom of page and centered.
* The project report should be hardbound.

## The project report should be organized in the following subdivisions:

1. **Title page (See Annexure 1)**

## Declaration by the student (See Annexure 2)

1. **Certificate (See Annexure 3)**
2. **Acknowledgement –** Acknowledgment not exceeding 150 words should follow dedication beginning on a separate page. An acknowledgement is an extension of appreciation for the contribution of others and assistance given during the entire research process. It recognizes the person to whom the writer is indebted for guidance and assistance during the study.
3. **Abstract-** An abstract of the research project not exceeding one hundred (100) words and beginning on a new page. It should be a one paragraph continuous prose, single spaced and on one page only. The abstract should be one page single paragraphed and should contain:
	* The purpose and objectives of the study
	* Significance of the study
	* Methodology used
	* Findings
	* Recommendation
4. **List of abbreviations used-** List of abbreviations, symbols and nomenclature: One and a half spacing should be adopted for typing the matter under this head. Standard symbols, abbreviations etc. should be used.

## Table of contents

1. **Introduction-** Introduction – Overview of chapter contents, Background of the Study- Give specifics of the problem and not the history of the case. Give citations; Build a case for the study. Problem Statement - Should be a paragraph and should clearly show what the problem is? , What the research seeks to solve.
2. **Objectives-** Objectives of Study –

General Objective: A statement giving the main purpose/goal of the study.

**Specific Objectives:**

* The specific objectives are given in Roman numbers (i) (ii) (iii) or (a) (b) (c)
* They should be SMART.
* They should be within the scope
* There should be no objective as to make recommendations – it’s assumed to exist.

## Methodology –

**Introduction – Overview of chapter contents.**

Project Design: This section should explain the details of the proposed project.

How you will go about exploring your research question: What methods of requirements collection you will use (e.g. survey or focus group, what methods of system development you will use and why? Database Design: How the system or artifact will be tested with the users to justify the usability?

**Research Questions: The research questions are based on the specific objectives.**

* + An introductory statement should be there.
	+ The number of research questions has to be same number as the objectives.
	+ The framing of questions should not attract a yes/No answers.
1. **Main project –** The main text will be divided into several chapters & each chapter may be further divided into several division and sub- divisions.
	* Each chapter should be given an appropriate title.
	* Tables and figures in a chapter should be typed in single space and placed directly underneath on the very same page, which refers to the material they annotate.
	* Footnotes should be used sparingly; they should be typed single space and placed directly underneath on the very same page, which refers to the material they annotate.
2. **Summary of the project work:** Introduction - overview of chapter contents, Summary of Findings Begin with general information, Conclusions: Answers to the project objectives achieved, recommendations.
3. **List of references:** Use Reference – acknowledgement of works referred to or citations. American Psychological Association (APA)/ Chicago reference style should be used.
4. **Appendix-** The appendix of project may include:
5. Questionnaire
6. Budget
7. work plan
8. Program code
9. Any other evidence, such as pictures.

**POINTS TO KEEP IN MIND**

* + The project work should be an original and, candidates should maintain the originality.
	+ The candidate should not copy or reproduce anyone else’s published or unpublished project.
	+ Proper documentation of the information is very important.
	+ The methodology to be used should be very clearly stated in the beginning of the work.
	+ Plagiarism should be avoided.

## Choosing a Project Title:

* + The title of the project should be clear, and specific to a real problem.
	+ Similar topics between students should be avoided.
	+ The project should be new, original and not a replica of another person’s work.
	+ At the proposal level, the appointed supervisor MUST approve the title of the project

Annexure - I

**A**

**PROJECT REPORT**

**On**

**Title of the Project**

# Submitted in the partial fulfillment for award of the degree in

B.Voc in Medical Laboratory Technology



(Deemed to be University u/s 3 UGC Act 1956)

Name of the Student: Abhishek

 Roll No: 21BVMLT471

Name of the guide: Dr.Anita Babbar

# School of Vocational Studies

**Lingaya’s Vidyapeeth**

(Deemed to be University u/s 3 UGC Act 1956)

**NACHAULI, FARIDABAD**

**Year- 2024**

Annexure - II

**DECLARATION**

The project titled “Evaluation of Platelet Count in Dengue Patients” is my original work and has not been presented for award of degree in any other University/Institution.

Students Name: Abhishek Sign Date **28th MAY 2024**

I confirm that the project titled “Evaluation of Platelet Count in Dengue Patients” was carried out by the candidate under my supervision.

Name of Guide: Dr.Anita Babbar Sign Date 28th MAY 2024

(Stamp of the Hospital/ Institution )

Annexure - III

**CERTIFICATE**

This is to certify that Abhishek has carried out the project work entitled “Evaluation of Platelet Count in Dengue Patients”

Count in Dengue Patients” under my supervision for the fulfilment of the B.Voc Medical Laboratory

 Tech Techno

Technology from Lingaya’s Vidyapeeth. The project is the original work and studies carried out by the student

and the content of the project do not form the basis for the award of any other degree to the candidate

or to anyone else.

Signature of Student Name of Student Abhishek

Roll No. 21BVMLT471

Signature of the Supervisor Name of Supervisor

Designation