

<b>Course title:</b> Major Project (MA SDP)				
<b>Course code:</b> MPD 104		<b>No. of credits:</b> 16	<b>L-T-P:</b> 0-0-480	
<b>Department:</b> Department of Policy Studies				
<b>Course coordinator(s):</b> Dr Swarup Dutta			<b>Course instructor(s):</b> Dr Swarup Dutta	
<b>Contact details:</b> swarup.dutta@terisas.ac.in				
<b>Course type:</b> Core			<b>Course offered in:</b> Semester 4	
<p><b>Course description:</b> The major project is a 16-credit course, designed for the students of MA (SDP) in the fourth semester. The course mandates a research-driven learning approach with an exposure of around 20 weeks of field-enriched research project especially in the development sector. The students are expected to associate with a research project of their interest in a host organization wherein they shall implement their classroom learnings and specialization by formulating research problem, objective, questions through literature review, conducting fieldwork, analysing data, and finally writing reports. Each student needs to work under one internal supervisor from TERI School of Advanced Studies (exceptions on the number(s) can be granted on case basis by the major project coordinator and programme coordinator, if required). The internal supervisor will be a part of the presentation panel and will evaluate the final project report, apart from regular mentoring, guiding, and monitoring the student. Besides internal supervisor, the student is mandated to work under external supervisor from her/his host organization (exceptions on the number(s) can be granted on case basis by the major project coordinator and programme coordinator, if required). External supervisor is identified by the organization in which the student will be working. The external supervisor will guide the student in the entire process and will provide mandatory feedback on student's performance at the end of the project.</p>				
<p><b>Course objectives</b></p> <ul style="list-style-type: none"> <li>To widen students' perspective by providing them real life exposure to both research and practice-based projects</li> <li>To develop students' analytical skills and ability to think logically in addressing issues and challenges in sustainable development practices</li> <li>To develop technical writing and presentation skills</li> <li>To enable students to get practical exposure in project management and execution</li> </ul>				
<b>Course content</b>				
<b>Stages</b>	<b>Milestones</b>	<b>L</b>	<b>T</b>	<b>P</b>
1.	<ul style="list-style-type: none"> <li>Identification of research problem</li> <li>Identifying and reviewing relevant literatures for the formulation of research problem</li> <li>Identifying gaps and challenges in existing research</li> <li>Defining overall aim and objectives, relevant research questions and research objectives</li> </ul>	0	0	50
2.	<ul style="list-style-type: none"> <li>Extensive literature review and analysing secondary data (if any)</li> <li>Formulating research methodology and designing tools for conducting fieldwork</li> </ul>	0	0	50
3.	<ul style="list-style-type: none"> <li>Fieldwork and data collection in the relevant field location</li> <li>Analysis and interpretation of results and findings</li> <li>Developing overall conclusion and providing recommendations (if any)</li> <li>Report writing and presentation</li> </ul>	0	0	380
<b>Total</b>				480
<b>Evaluation criteria</b>				
<ul style="list-style-type: none"> <li><b>Assessment-1: Regularity of the submission of the Reports (10%):</b> It carries 10% of the total marks and will be assessed on timely submission of the research proposal, progress reports and the final project report. Untimely submission will cause the reduction in marks.</li> <li><b>Assessment-2: Feedback from the Host Organization (20%):</b> It carries 20% of the total marks and the external supervisor is expected to provide the evaluation of the student's performance on behalf of the host organization.</li> <li><b>Assessment-3: Presentation (30%):</b> The presentation will be assessed in front of a panel of examiners. The students will be evaluated based on: <ul style="list-style-type: none"> <li>Presentation (organizing skills, timing, clarity, discussion)</li> </ul> </li> </ul>				

- Content (Problem identification, formulation of research questions, methods and tools for data collection, data findings and analysis, conclusions, and recommendation/s)
    - The time allotted for the presentation is 30 minutes maximum (of which 20 minutes for presentation and 10 minutes for discussion).
- **Assessment-4: Submission of Research Proposal (10%):** This component will be evaluated by the internal supervisor after the student will submit the research proposal (see Annexure 1)
- **Assessment-5: Submission of Final Report (30%):** The final project report will be evaluated by the internal supervisor. The report structure is given in Annexure-1 in detail. The report should be structured in following chapters:
  - Abstract
  - Keywords
  - Introduction
  - Background and Rationale
  - Objectives and Methodology
  - Results and Discussion
  - Conclusions and Recommendations (where applicable)
  - References
  - Annexure (if any)

**Regarding Plagiarism:** Cases of plagiarism, of any kind, will be taken seriously and actions will be taken as per TERI SAS rules. The final reports will also be assessed based on similarity index with the use of Turnitin software. Strict disciplinary action will be taken if plagiarism found, including deduction of marks.

**Learning outcomes:** After the major project, the student should be able to demonstrate the ability

- to independently frame the research problem in a systematic and structured way
- to conceptualise and formulate research problem, research questions and research objectives (**Assessment-3, 4 and 5**)
- to acquire skillsets in designing of research instruments, conducting fieldwork, and collating the required data (**Assessments- 3, 4 and 5**)
- to analyse qualitative and quantitative data and present results (**Assessment- 3, 4 and 5**)
- to professionally manage and execute the research project (**Assessment-2**)
- to communicate the research through effective oral presentations (**Assessment-3**)
- to write structured research reports (**Assessment -5**)

#### **Pedagogical approach**

Self-learning; continuous interaction with external and internal supervisors; interaction with domain experts; interaction with the communities while conducting field work etc.

#### **Additional information**

##### **Step-by-step Process of Major Project**

- **Submission of Joining Letter:** The students are expected to submit Joining letter duly signed by the host organization to the Internal Supervisor, Major Project Coordinator & Programme Assistant through mail in specified time- period.
- **Submission of Research Proposal:** The students are required to submit research proposal as per the specified format (**please see Annexure-1**) to the Internal Supervisor, Major Project Coordinator & Programme Assistant through mail within the specified time- period.
- **Submission of Progress Reports:** The students are mandated to submit three progress reports in the portal. The format of the progress report is given in **Annexure 2**.
- **Submission of Draft Project Report:** the students are required to submit draft report of the project to the Internal and External Supervisor before the final presentation.
- **Presentation of Major Project:** The students need to present their work in front of a panel consisting of internal supervisor and two examiners from TERI SAS. However, the panel may vary depending upon the topic of the report. It is compulsory for all students to attend all presentations of Major Project of MA (SDP) that are held at TERI SAS. Detailed format of the presentation and evaluation criteria have been given in **Annexure-1**
- **Submission of Final Project Report:** After incorporating necessary comments by the examiners, the students will submit the final report to the university. The students are required to submit the soft copy of the report to the internal supervisor, major project coordinator, and programme assistant. A hard copy needs to be submitted to the

internal supervisor only (If required). Please refer to the **Annexures -1, 3, 4 & 5** at the end of document for detailed structure.

- **Feedback from the Host Organization.** It is mandatory for the students to get the feedback from the external supervisor from the host organization for the final evaluation purpose. The feedback report of the students is confidential, and the format of the assessment will be sent to external supervisor through mail only in specified format.

**Regarding Mode of Submission:** All submissions in softcopies are also to be done through University Portal. The students need to submit two CDs (re-writable) during the Final Submission. Without the Submission of the CDs, thesis submission will be deemed incomplete.

**Regarding late submission**

- (a) **Joining letter:** No monthly progress report will be accepted until the signed joining letter has been submitted.
- (b) **Research Proposal and Monthly progress report:** The research proposal and the progress reports have to be submitted by the deadline. Delay in submission of report(s) will result in negative marking.
- (c) **Submission of final project report** for evaluation: The softcopy for evaluation has to be submitted before the deadline mentioned in the student portal. Reports that are submitted after this date will not be considered for evaluation and marked with "0". Further to this, regulations of the TERI School of Advanced Studies, as laid down in the student's handbook, shall apply. These guidelines are also available on the university website
- (d) Grade „F“ will be awarded if the student is not able to complete the project work within the timeline.

### **Format of Research Proposal**

The length of the proposal should normally be limited to 6 A4 size pages typed in 12-point Times New Roman font with 1.5-line spaces.

#### **I. Structure of the Research Proposal**

- (a) **Cover Page:** Clearly indicate title, name of candidate, stream/programme and Department & University with month and year at the bottom.
- (b) **Introduction:** State the context of your work, the purpose, and goals
- (c) **Background and Rationale:** This section should refer to the relevant work/publication in the proposed area and/or the background resources to take up the project. The reference sources should be textbooks, refereed journals, statutory and legal reports and publications. Limit yourself to authentic sources. All references are to be reported in the reference section.
- (d) **Objectives:** Limit yourself to objectives that are achievable in a semester.
- (e) **Methodology:** Please mention very explicitly the methods you propose to achieve your aim and objectives. Indicate clearly, choice of methods to meet each objective/research question.
- (f) **Expected Outcomes:** This should list the major products/knowledge to be gained/acquired through the project and, if possible, how the work can be carried forward.
- (g) **References:** Refer to Harvard System of Referencing Guide (<http://libweb.anglia.ac.uk/referencing/harvard.htm>).

### **Format of Final Report**

#### **I. Page setup compulsory for Final Report**

- (a) Page size of A4
- (b) Times New Roman 12 point as the base font and 1.5 lines spacing
- (c) Page numbers in the top margin, centered
- (d) Printed on both sides
- (e) Captions must explain table/figures without reference to the text Position of caption: above tables and below figures

The length of the report should be limited to 40 to 60 pages. The report should be structured in following chapters:

#### **II. Structure of the Report**

- (a) **Abstract:** This is a summary of the work done within 300 words. Broadly, it defines the concepts/issue(s) studied and key findings. (Use 12 font and italic in this section).
- (b) **Keywords:** Mention most appropriate 3-5 keywords found in research work, with the abstract.
- (c) **Introduction:** State the context of your work, the purpose and goals. Also, explain the structure of the report.
- (d) **Background and Rationale:** This should be based on the review of literature, giving an overview of the knowledge regarding your work and relevant concepts. It should lead to identifying a set of research problems you propose to explore. The reference sources should be textbooks, journals, statutory and legal reports and publications. Limit yourself to authentic sources. All references are to be listed in the reference section (in accordance with referencing style)
- (e) **Objectives and Methodology:** This should state the objectives, research questions (wherever applicable), conceptual framework (wherever applicable), followed by choice of methodology for the study/project. Study area, if applicable, should be part of this chapter. Clearly indicate your choice of methods as per the objectives.
- (f) **Results and Discussion:** This is the outcome of the work done during this period. The results will be based on analysis of both qualitative and quantitative data/information. The discussions will establish the relevance of the results with reference to the objectives. They will also be used for constructing the larger arguments.
- (g) **Conclusions and Recommendations (where applicable):** This section should have your assessment or

conclusions (in terms of important advances in the field of study, critics, limitations, scope for further research and policy implications) against the background of the state-of-art-knowledge in the field.

- (h) **References:** Refer to Harvard System of Referencing Guide (<http://libweb.anglia.ac.uk/referencing/harvard.htm>).
- (i) **Annexure(s):** Any graphs, boxes and tables that could not be accommodated in the mainsection.

### **Format of Final Presentation**

The presentation content should have the following contents:

- Background/Introduction
- Objective(s)
- Methodology
- Results/Learning
- Conclusions and recommendations (if any)
- Limitations

**Report structure should strictly be as per the standard format of the university, failing which the report would be subject to rejection.**

**Annexure 2:**

**Progress Report**

1.	Name of the student	
2.	Title of the major project	
3.	Period of progress report	
4.	Objectives of the study	
5.	Work done during the current report period	
6.	Were you able to complete the work according to the proposed timeline? If not, why?	
7.	Work proposed for the next reporting period:	
Date		Comments of the Internal Supervisor (TSAS)

**Annexure 3:**

**TITLE PAGE FORMAT (The Base of the Title Page is white; do not use any other color)**

**TITLE OF THE PROJECT (16 font + Bold +Capital Letter)**

*Final Project Report*



*Submitted by (11 font + Italics)*

**NAME OF THE STUDENT (12 font + Bold + Capital Letter)**

*In partial fulfillment of the requirement for the (11 font + Italics)*

**Degree of Masters of Arts in (12 font + Bold)  
Sustainable Development Practice(12 font + Bold)**

*Submitted to (11 font + Italics)*

**Department of Policy Studies (12 font + Bold)  
TERI School of Advanced Studies (12 font + Bold)**

May 2020 (12 font)

**Annexure 4:**

**DECLARATION**

This is to certify that the work that forms the basis of this project  
“.....TITLE .....” is an original work carried out by me and has not been submitted  
anywhere else for the award of any degree. I certify that all sources of information and data are fully acknowledged  
in the project report.

Signature

(Name of the Student)

Place and Date



**Annexure 5:**

**Certificate**

This is to certify that “**Name of the Student**” has carried out “**his/her**” major project in partial fulfillment of the requirement for the degree of Master of Arts in Sustainable Development Practice on the topic “**Name of the Project**” during January 2020 to May 2020. The project was carried out at the **Name of the Organization**.

The report embodies the original work of the candidate to the best of our knowledge.

Date:

(Signature)

Name of the External Supervisor  
Designation  
Name of the Organization

(Signature)

Name of the Internal Supervisor  
Designation  
Name of the Organization

(Signature)

Name of the Head of the Department  
Head of the Department  
Department of Policy Studies  
TERI School of Advanced Studies  
New Delhi