

#### CENTRE FOR RESEARCH

**SHODH PRAVARTAN RESEARCH GRANT PROJECT REPORT MANUAL 2023**

**MINOR RESEARCH PROJECT &**

**UNITED NATIONS SUSTAINABLE GOAL DEVELOPMENTAL PROJECT**

###### CONTENTS OF THE PROJECT REPORT

###### The project report should be as per the following format and size. The suggestions given below shall be followed:

* Cover Page & Title Page
* Declaration by the Investigators
* Abstract
* Table of Contents
* List of Tables
* List of Figures
* Chapters 1 to 5
* References
* Appendices

###### PROJECT REPORT SUBMISSION

Number of hardbound copies to be submitted.

1. One hard copy to the Centre for Research and a soft copy.
2. One copy to the IQAC
3. One copy for the Investigator concerned

Note: Spiral-bound/ comb-bound reports would not be accepted.

* 1. **Cover Page (Black Rexine Gold Print) & Title Page: (Appendix 1)**
  2. **Declaration:** Declaration to be given by the investigator in double line spacing using Times New Roman and Font size of 13. (**Appendix 2)**
  3. **Abstract:** A single-page abstract of the project report printed in one and a half line spacing, font style Times New Roman, and font size 12 is mandatory. Keywords (a minimum of 5) shall be given at the bottom of the abstract.
  4. **Table of Contents: Kindly refer -** (**Appendix 3).**
  5. **List of Tables:** The list should use exactly the same titles/headings as they appear above the tables in the text. (**Appendix 4**).
  6. **List of Figures:** The list should use exactly the same titles/headings as they appear above the figures in the text. (**Appendix 5**).
  7. **Chapters:** The chapters may broadly be divided into five as follows:

|  |  |
| --- | --- |
| **Chapter No.** | **Contents** |
| 1 | Introduction |
| 2 | Review of Literature |
| 3 | Research Design |
| 4 | Results, Analysis & Discussions |
| 5 | Summary of Findings, Conclusions, and Recommendations |

###### The chapters mentioned above may have the following suggested sub-divisions:

* + 1. **Introduction**
       - Information about the broad area of the topic chosen.
       - An inquiry into the specific area of the topic chosen.
       - A theoretical perspective about the topic.

###### Review of Literature

* + - 1. Review of Literature
      2. Statement of the problem
      3. Objectives of the Study
      4. Hypothesis

###### Research Design

* + - 1. Methodology
      2. Scope of the Study
      3. Limitations of the Study
      4. Chapter Scheme
    1. **Results, Analysis & Discussion**
    2. **Summary of Findings, Conclusions, and Suggestions**
       1. Summary of findings
       2. Conclusions
       3. Suggestions
       4. Policy implications & scope for further study

**References (Appendix 6)**

**Appendices**

###### MAJOR TYPOLOGICAL INSTRUCTION WITH REGARD TO MAIN TEXT

The investigators are required to adhere to the following instructions:

* 1. **Report**: Printing should be done on one side of A-4 size executive bond paper.
  2. **Margins**: The left side margin should not be less than 1.5 inches, the right, top, and bottom margins should be 1 inch each.
  3. **Spacing**: The text of the project should be double spaced; quotations and footnotes should be in a single space.
  4. **Font**: Times New Roman Font is to be followed throughout the report. Chapter headings should be capitalized and centered (14 Font size). Section heading & subdivision headings should be typed on the left-hand side of the page in title case, E.g., **Women Empowerment in North Karnataka** (13 Font size)
  5. **Tables & Figures**: Tables, graphs, and diagrams should have their respective numbers, titles/headings, and source. The alignment of table and figure headings has to be similar to sub-headings.
  6. **Page numbers**: All pages in the main text except prefatory items should carry Arabic numerals placed at the bottom and centered. As already mentioned, Title page, Acknowledgement, Table of contents etc. should be numbered in lower case Roman numerals.
  7. **Chapter numbers**: Numbering of chapters, divisions and sub-divisions should be done, using Arabic numerals only. E.g., sub-division 3 under division 5 of chapter 1 should be numbered as 1.5.3.
  8. **Table & Figure numbers**: Tables & Figures appearing in the main text should have appropriate numbers and titles. For example, the number of the first table in Chapter Three should be assigned as 3.1. Table and Figures should be centered.
  9. **Citation**: Citations on the main text should carry the author(s)’ name with year, e.g. Ramesh (2009) or (Ramesh, 2009) as the case requires.
  10. **Footnotes**: Footnotes have to be present where necessary with relevant information.
  11. **Endnotes**: Endnotes should be numbered consecutively within each chapter or throughout the entire report if that methodology is adopted.
  12. **References**: The list of references for the citations must follow a standard publication manual, viz. **APA, MLA, Harvard or IEEE** and should contain all relevant information, viz., authors’ name, the title of the publication, year of publication, publishers, place of publication and page number. (**Appendix 6**).

**Appendix 1**

Cover page and Title page

**A STUDY ON THE ROLE OF SOCIAL MEDIA ON THE DEVELOPMENT OF STUDENT QUALITY OF LIFE**

(Font size Times New Roman 18 - All caps and Bold)

Project report submitted under

(Font size Times New Roman 14)

**Shodh Pravartan Minor Research Project**

<Font size Times New Roman 14-All Caps and Bold>



*By*

(Font size Times New Roman 14 italics)

**(Name of the Faculty)**

(Font size Times New Roman 14-Title case)

(Assistant Professor, Department of ………)

**Centre for Research**

**KRISTU JAYANTI COLLEGE, AUTONOMOUS**

Bengaluru – 560077

May 2023

### Appendix 2

**DECLARATION**

This is to certify that the Research Project (“ *Title* “) was undertaken by us as a part of Shodh Pravartan Minor Research Project and is an original study carried out by us and is being submitted to Bodhi Niketan Trust which has funded this project. We pledge that we have adhered to research ethics and integrity during the execution of the project.

##### This project report has not been submitted earlier either to this University / Institution or any other body for the fulfillment of the requirement of a course of study.

*Signature*

**Name of the Investigators**

##### Bengaluru Date:

### Appendix 3

###### TABLE OF CONTENTS

|  |  |  |
| --- | --- | --- |
| Chapter No. | Particulars | Page No. |
|  | List of Tables |  |
|  | List of Figures |  |
|  | List of Abbreviations |  |
| I | **Introduction** |  |
| II | Review of Literature  * Review of Literature * Statement of the Problem * Objectives of the Problem  Hypothesis |  |
| III | Research Design  * Methodology * Operational Definitions of Concept * Scope of the study * Limitations of the study * Chapter Scheme |  |
| IV | Results, Analysis and Discussions |  |
| V | Summary of Findings, Conclusions and Suggestions  * Summary of Findings * Conclusions * Suggestions * Policy Implementation & Scope for further Study |  |
|  | **References** |  |
|  | **Appendices** |  |

### Appendix 4

**LIST OF TABLES**

|  |  |  |
| --- | --- | --- |
| **Table No.** | **Title** | **Page No.** |
|  |  |  |
|  |  |  |

**Appendix 5**

**LIST OF FIGURES**

|  |  |  |
| --- | --- | --- |
| **Figure No.** | **Title** | **Page No.** |
|  |  |  |
|  |  |  |

**Appendix 6**

#### References (APA Format)

###### Books

Perrin, R. (2007). *Pocket guide to APA style* (2nd ed.). Boston: Houghton Mifflin.

###### Edited Collections

Bala Sendhil Kumar. G & Dr. R. Senapathi (2012). Environmental influences on Adoption of E-Procurement. In special Ed., *Business Practices for Sustainable Integration* (pp. 17-21). Southern Book House.

###### Journals

###### Kumar, G., & Karthik, P. K. (2014). A Conceptual study on Supply Chain Management at Mosquito Repellent Industry, Puducherry. *Asian Journal of Management*, *5*(3), 341-346.

###### Online Journals

Kenneth, I. A. (2000). A Buddhist response to the nature of human rights. *Journal of Buddhist Ethics,*

*8*. Retrieved February 20, 2001, from <http://www.cac.psu.edu/jbe/twocont.html>

###### Print and Online

Whitmeyer, J.M. (2000). Power through appointment [Electronic version]. *Social Science Research, 29*, 535-555.

###### Websites

**Model for an authored document that is a whole site**

Author, A. A., & Author, B. B. (Date of publication). Title of article/document. Retrieved month date, year, from [http://Web](http://Web/) address

###### Model for an authored page/article from a site

Author, A. A., & Author, B. B. (Date of publication). Title of article/document. Title of Site.

Retrieved month date, year, from <http://www.someaddress.com/full/url/>

###### Sample (no author, article found on resource website)

Nebraska school nurse honored during 100th Anniversary Celebration. (2007). Answers4Families.

Retrieved September 26, 2007, from <http://nncf.unl.edu/> nurses/info/anniversary.html

If author’s name is not given, list page title or article title first. If the page has no title, list site title.

**Suggested Citation formats**

1. **APA format (Commerce, Management, Social Sciences, and Psychology Sciences)**
2. **MLA format (Languages and Humanities)**
3. **Harvard format (Sciences)**