



AMITY UNIVERSITY
 ——— UTTAR PRADESH ———

Course Title: Term Paper
Course Code: MSTP 600
Credit Units: Three
Level: PG

L	T	P/S	SW	FW	Total credit units
0	0	0	6	0	3

Course Objectives:

Introduction

A term paper is an academic paper that serves to increase the knowledge and understanding of a concept, text, specific elements of a text, a theory, the process of reading, the act of understanding, the empirical reception, the sociology of writing or reading etc. Academic writing has its objective in the increase of knowledge and the understanding of a particular phenomenon.

Definition

A 'term paper' is a research paper written by students during a specified semester. They are generally intended to describe an event, a topic, a concept, to put forth a point.

Course objective

This course helps students to develop the skill to capture and attend to an idea/s of their interest from the management texts and extend its horizon with their efforts of research to assimilate literature for framing own interpretations.

Students Learning Outcome

By the end of this course students should be able:

- To attend to an idea from the existing literature from the management texts and look for opportunities to extend the same
- To think beyond the surface of the read texts and frame own opinions of the theories learnt in class room teaching by better interpretations
- To generate arguments to support their own ideas from analyzing the existing literature and presenting the readings in a organized format

Prerequisites:

The prerequisite for this course is basic understanding of the Basic concept of Management and related area of study.

Briefing sessions

The briefing sessions are intended for the students to gain perspectives in the topic of Term paper and guidance from the faculty guides. Fortnightly classes for these gap lectures will be scheduled and attendance is compulsory.

Finalization and approval of topic for Term Paper

Topic can be selected from any domain/ sector relevant to the courses taught during the particular semester. On the allotment of the faculty guide, it is expected that students and faculty guide will meet to decide on the topic for Term paper .

Allocation of faculty guides

Each student shall be assigned a faculty guide for the Term paper well in advance in a formal manner depending on the number of students as per faculty member, the available specialization among the faculty guides by Institution NTCC Committee (INC).

Role and expectations of Faculty Guides

- To help students in choosing the topic/Idea and finalize with structure document for the academic term paper
- To help students with understanding the concept of study and gain clarity with the existing literature. This will help the students to avoid topics or ideas that have been well researched already

- To approve the weekly progress reports(WPR's) online and provide feedback on the work
- To advise on the inherent ethical issues while writing a Term paper
- To Verify the credentials of the research paper and cross checking the referencing/citations made
- To create a log for the Frequency of meetings and contact time

Role and expectations of students

- To commit to all the scheduled meetings and maintain 100% attendance, in order to ensure that the objective of the course is achieved
- To create a timeline of meetings with faculty and other experts for interactions
- To submit weekly progress reports (WPR's) to the faculty guides
- To act responsibly and professionally during any kind of interaction with the researchers/libraries/ institutions
- To read and follow AUUP guidance and documentation to plan and monitor progress of the NTCC, to maximize the benefit of tutorial support, and to implement the feedback and approved action plan for developing the competency for report writing
- To recognize ethical responsibilities and understand the regulations with regard to plagiarism
- To learn the art of information packaging from the experts to enhance their presentation skills

Registration, Conduct of course, progress monitoring and activity calendar

Registration and Conduct of the Course

The students are required to register on-line on AMIZONE for the NTCC courses as per the University guidelines. Dates would be notified separately. The students who have not registered for the NTCC course as per regulations will not be permitted to submit any paper and will be treated as having failed in the course. Further, student will not be promoted to next year especially if he/she has failed in submission of final Term paper. The course will be spread for the duration of the entire semester.

During the period of 7 working days from the registration the student with the guidance of the faculty guide will decide on a topic for the Term paper which will be submitted for approval to the Institutional NTCC committee (INC) as directed by the HOI.

Progress Monitoring

Periodic progress Review by a faculty board will be done. The student is required to submit WPR's as planned in the activity calendar and make presentation to the faculty board as per the dates schedule at the institutional level.

- Activity calendar and Internal Assessment Components

Internal Evaluation (30 Marks)	Task	Jul	Aug	Aug	Aug	Aug	Sep	Sep	Sep
10 Marks	Final Review- Report Submission and Final Presentation								
	Pre-Submission Presentation of the Draft paper with the Faculty								
	Deriving Conclusion and Preparation of First Draft of the term paper with Plagiarism check and WPR 5								
	Gathering literature for the gaps identified in the feedback								
10 Marks	Mid Review Presentation (PPT) with Faculty and Submission to INC , WPR 4								
	Focusing on logical organization of arguments								
	Examining the relevant literature and WPR 2&3								
	INC Approval of the topic of the term paper								
10 Marks	Proposed structure of the paper								
	Objective finalization and WPR 1								
	Broad Area/Topic /concept Identification								
	Faculty Allotment								
	Registration								
		Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8

Structure for Term paper

A Term paper should start with a title page and a table of contents, and it should end with a reference list. The stipulated word length for the Term paper is 3000 words exclusive of the abstract, table of contents and referencing list. All papers should be printed double-spaced, Times New Roman and 12 Font size. Two copies in plastic folders with soft copy in CD will be finally submitted to examinations for evaluation.

The general structure of the contents is like follows:

- **Introduction**
- **Review of Related Work**
- **Methodology followed**
- **Evaluation Results**
- **Conclusions and Recommendations**
- **Questions/ scope for future research**
- **References** – Citations must follow APA Style

Term presentation

The main goal of the Term is to welcome the students in the world of research and develop the skill to present the idea to a group of audience.

Structure of the Slide- A presentation needs to be well organized. For example, one can follow the following arrangements of his or her slides

- First Slide, topic name and the presenter description
- Overview of the whole talk
- Introduction or motivation of the talk
- Definition of the problem space
- Solution of the problem (Own solution to the defined problem , if possible)
- Some results from the current research
- Summary and conclusion
- List of references in APA Style

FINAL ASSESSMENT

a) The final assessment of NTCC need to be done only of those students who have qualified on the basis of Conduct and progress monitoring guidelines & Submission of report/thesis guidelines as stated above.

b) The Final assessment will be treated as end semester examination. It is mandatory for the students to appear for final assessment as per scheduled date and time. If fail to appear in the students final assessment as per schedule, he/she will treated as absent. For such cases same rules will be applicable as those for theory examination. The assessment of I category students will be done within one month of final assessment of the batch.

Assessment criteria

A student will be eligible to submit his report and final assessment provided he/she meets following conditions:

- a. Online Registration for the NTCC course
- b. Approval of Topic, Synopsis and Project Plan by the guide
- c. 90 % of WPR were submitted
- d. 80% of the WPR were satisfactory
- e. Similarity index not more than 15 % as per Plagiarism Prevention Policy.

Students not meeting the eligibility criteria would be governed by the following regulation given as per university guidelines/ regulation.

Assessment/ Examination Scheme: As per university guidelines

Internal Assessment 30%
 Final Assessment 70%

The breaks up (components and their weightage) of continuous internal assessment are given as under:

S.No.	Parameter	Marks (CIA) (30%)
1	Timely Registration	5
	Synopsis approval	5
2	WPRs (No of WPRs submitted) (Satisfactory WPRs)	10
	Final Report (Plagiarism Report with <10% Plagiarism)	5
	Plagiarism Report with 11 to 12 %	3
3	Plagiarism Report with 13 to 15 %	2
4	Midterm Review & Observation of supervisor	5

COMPONENTS OF FINAL ASSESSMENT

S.No.	Parameter	Marks (70%)
1	Introduction ,rationale and in-depth understanding of the text/concept/idea	6
2	Objective and scope of the topic the report with reference to the domain specialization	6
3	Logical organization of ideas by Literature	15
4	Formulation of arguments	10
5	Interpretations ,conclusion and implication	8
6	Writing quality of the report including plagiarism check	10
7	Presentation and communication	7
8	Student learning outcomes	8