Writing Your Dissertation at AIM

(A Dissertation Handbook for the Faculty Guides and Students of AIM for internal circulation only)

Assam Institute of Management

(A Government of Assam Society)

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Foreword

Dear Reader,

In order to ensure standardisation in the submission of Dissertation by the final year students at Assam Institute of Management (AIM), there is a requirement for a Dissertation Handbook. To fulfil the identified need, this handbook has been compiled to simplify the process of Dissertation submission at AIM.

In the final year of Post Graduation Programme in Management at AIM, often situation arises where the student are devoid of proper knowledge on the A to Z of Dissertation submission. Students are often confused and are unable to identify the distinction between SIP and Dissertation. Even if they understand they lack proper knowledge of the entire rules in the process of Dissertation submission and the given deadlines. There are other aspects like topic selection, type of wordings to be used for topics and framing of objectives on which proper knowledge is lacking. There are also issues like literature review, methodology and on the use of qualitative and quantitative techniques for data analysis where clarifications are frequently required. At the same time there is lack of adequate information in circulation on the role of the Students and the Supervisor in the entire process. Moreover there are issues related to plagiarism, citations, referencing styles, use of the right formats and writing rules that need to be taken care on a religious mode.

In view of the identified gaps a simple Dissertation Handbook has been compiled. This may not be regarded as the one and the only perfect guide for dissertation preparation. Minor modification may be necessary based on the functional specialisation of the Dissertation topic selected. Students are therefore advised to duly consult further their respective Supervisors and other experts in the field to get necessary inputs in the process.

Grand Project Committee - 2018
Assam Institute of Management

Distinction between SIP and Dissertation

Summer Internship Project (SIP)

Summer Internship Project (SIP) is an opportunity offered by employers, both in the non-profit and for-profit sectors, to students interested in the industry. An intern works at the company or organisation for a fixed period of time. Some students will have a part-time internship, where they work at the office for just a few days or hours a week. Others will have full-time internships, meaning they work the same hours as the company's full-time employees. Summer Internship Project (SIP) at Assam Institute of Management is undertaken by the students during the month of May and June and is part of the 4th trimester evaluation process.

Why is SIPs Important?

Internships offer students hands on opportunity to work in their desired field. They learn how their course of study applies to the real world while building valuable experience that makes them stronger candidates for jobs after graduation. An internship can be an excellent way to "try out" a certain career. For instance, you may think that a fast paced job in advertising is what you want to do after college, but after an internship, you may find that it's not for you; that's valuable insight that will help you choose your career path. After the end of the period, the student has to prepare a report on what he has learned from the assigned area of work. He/she has to duly submit the same to the Institute in partial fulfilment of the requirement of the Course Curriculum.

Concept of Dissertation

Dissertation is a formal, written treatise that covers a subject in great detail and is submitted usually in a Post Graduation course in partial fulfilment for qualifying for the award of a Degree or Diploma. At AIM as part of the Post Graduation Programme final year Grand Project, the students are encouraged to work on a specific problem in any area of management and submit a report thereon known as Dissertation. The objective is to give the student an opportunity to develop their skills in identifying issues in concrete management situation, collect and analyse data and apply management concepts and techniques to deal constructively with management problems and suggest solutions. For the Dissertation, each student instead of going to an organization will select a topic / area of his/her interest and will be under the guidance of a faculty Supervisor. He/she will be required to submit a comprehensive report of the Dissertation and defend the same before an examining body in the Viva Voce.

Snapshot of the entire GP submission process and deadlines

(Deadlines may be subjected to alteration by the Grand Project Committee as and when deemed fit)

Step no	Activity	Date
Step 1	Grand Project (Dissertation) briefing	1st Week of September
Step 2	Selection of Supervisor and GP topic. Each student has to approach respective Faculty Supervisors based on the functional area of specialisation. Every student should finalize her/his Dissertation topic in consultation with her/his Supervisor	2nd Week of September
Step 3	Students to give the name of the topic and respective Faculty Supervisors to the GP Co-ordinator with due consent of the Supervisor)	2nd Week of September
Step 4	Publication of the list of students with the approved Faculty Supervisors for GP	3rd Week of September
Step 5	Progress evaluation with respective Supervisors with necessary guidance / clarifications and Progress Report submission by respective Faculty Supervisors to the Co-ordinator of GP	2nd Week of October
Step 6	First draft copy (hard copy or soft copy as per Supervisors preference) of the Dissertation to be submitted to the respective Supervisor	2nd Week of December
Step 7	Submission of the Final Report by the students to their respective Faculty Supervisors	3rd Week of December
Step 8	Announcement of Viva Voce date (Where every student will have to make a presentation of his/her Dissertation as per schedule before the Viva Committee	Last week of December
Step 9	Viva Voce and Final Evaluation	January

Note: Remaining absent on the deadline dates will not be permitted and disciplinary action may be initiated for those who fail to report to the institute on the scheduled date.

Maximum Intake by a Faculty Supervisor

A Faculty can take a maximum of 9 students only.

No of copies to be submitted

Students have to submit two (2) hard copies of the Dissertation to AIM on which there will be a viva voce at the end of the last part of the Academic Session. Further one (1) Soft copy of the Dissertation has to be submitted in a CD and has to be either in MS word or PDF format. The CD should bear the Name of the students, Roll, Batch and name of the Topic.

Dissertation Preparation

The final written portion of the Dissertation should represent the result of an independent research conducted by the student in a field to which he/she has opted. It is expected that the Dissertation written will be of high quality and reflect credit on the Student, the Committee, the Supervisors, the Post Graduation Programme and Assam Institute of Management (AIM). The keys for having your Dissertation accepted by the Committee of AIM are the elements of overall quality, logical organization in a proper format, accuracy and a attractive format. As a minimum, each Dissertation is evaluated against the checklist items given in the format. Therefore it is the responsibility of both the student and the Supervisor to ensure that the manuscript is in total compliance and a work of excellence. Students are advised to be in touch with their Supervisors at least twice a month and submit a progress report, every fortnight during the process of Dissertation preparation. The project report should be printed strictly to guidelines that are being circulated herewith.

Selecting topic and background information

The students of AIM (Final Year) are required to prepare Dissertation on any Management related topic or in the areas as prescribed by the Supervisors. In the background information, discussions may be related to the meaning of the topic, why it is important and relevance, logic of selecting the topic, identified gap in the study and the like.

Selecting a title:

Select a title which clearly describes the project you will be doing. Use simple words for the topic like,
A study of…,
An analytical study of….,
A comparative study of……. etc.

Do not use words for titles like.. 'Performance Management', 'Branding', be very specific and clear. … Remember title generates the interest of the reader, as such meaningful and suitable title is of prime importance

Select a topic where:

- (i)   You have some interest and understanding of the topic.
- (ii)   There is a possibility to get sufficient data within the time frame.
- (iii) Knowing that world knows everything, try and give something new or different in your topic. (by identifying the Research Gap)

Using reference information sources

Reference information sources can be helpful when beginning the research process. They can give you a working knowledge of your chosen subject area. Through reference one can gain a broad and general understanding of the topic, or background information. Reference can also help to learn the important names, key facts, issues and debates, and answers to questions. Further one can get familiar with the vocabulary of the subject area so you can understand new terminology and formulate good keyword searches.

Types of reference information sources

There are many different kinds of reference information sources and each is useful for finding a certain type of information. The various sources are;

Dictionaries

It provides word definitions and other information about words. There are many other types of dictionaries. A thesaurus contains synonyms, and often antonyms, for words. An etymological dictionary contains historical word origins. Further a subject dictionary is a good source for longer and more in-depth definitions using the vocabulary of a particular area of study.

Encyclopaedias

It provides brief articles explaining a topic. There are general encyclopaedias like Encyclopaedia Britannica and Wikipedia. There are also subject-specific encyclopaedias that provide detailed, advanced and technical content in a particular area of study.

Directories

It contains contact information for persons, organizations or companies. They may also contain descriptions of those entities. Some kinds of directories contain "how to locate" information for data or documents.

Handbooks and Guides

It contains detailed, advanced information about a particular subject area. This can include facts about a subject or instructions for operating a device or completing a procedure.

The Electronic Journals Include;

The Institute has already the facility of online access of E-books and E Journals through the online portals like Search.ebscohost.com and J-Gate. These sources may be well utilised. There are e-book versions of many reference books (which you can find in the library and there are also databases devoted to reference information sources. Reference may also be made to the hard copies of the journals if available.

E-Thesis & Dissertation include;

(i)   Shodhganga
(ii)   OpenThesis
(iii) E-ShodhSindhu
(iv)   Vidyanidhi

Open Access E-Journals Repository / Search Engine include;

(i)   Open J-Gate
(ii)   Directory of Open Access Journals (DOAJ)
(iii) NISCAIR Online Periodicals Repository
(iv)   IGNOU Online Journal Portal
(v)   Open Journal System@INFLIBNET Centre
(vi)   NPTEL

The E books may include;

(i)   Ebrary
(ii)   NetLibrary
(iii) oxfordscholarship.co
(iv)   myilibrary.com

Literature Review

A literature review is an account of what has been published on a topic by accredited scholars and researchers. As a piece of writing, the literature review must be defined by a guiding concept (e.g., your research objective, the problem or issue you are discussing or your argumentative thesis). It is not just a descriptive list of the material available or a set of summaries. Besides enlarging your knowledge about the topic, writing a literature review lets you gain and demonstrate skills in two areas. A literature review is a text of a scholarly paper, which includes the current knowledge including substantive findings, as well as theoretical and methodological contributions to a particular topic. Literature reviews are secondary sources, and do not report new or original experimental work. Most often associated with academic-oriented literature, such reviews are found in academic journals and are not to be confused

with book reviews that may also appear in the same publication. Literature review is very important & students are advised to assign considerable time to visit library & websites. (Strictly avoid copying verbatim from books). A student has to review a minimum of 10 (ten) papers for the purpose of Literature Review. Review (for each paper / article) may be arranged in either paragraph form or in a matrix form. If it is in a matrix form the arrangement may be as under in a chronological order in the format as under.

Sl no	Author, year	Objective	Methodology	Analysis	Findings
1					
2					

Research Objectives

Research is an organized investigation of a problem in which there is an attempt to gain solution to a problem. To get right solution of a right problem, clearly defined objectives are very important. Further clearly defined objectives enlighten the way in which the researcher has to proceed.

Methods of stating objectives

While stating objectives of the study, the objectives should be presented briefly & concisely. The objectives should be clearly phrased in operational terms, specifying exactly what researcher is going to do.

  (i)   Objectives should be in congruence with the title (& vice versa)
  (ii)   There can be one or many objectives. It is not necessary to have many objectives for window dressing … (that may land your Dissertation in trouble)
  (iii) Objectives may be divided in Primary and secondary objectives as per the need / importance / flow of the Dissertation.
  (iv)   Be brief and number your objectives (this facilitates giving references whenever necessary).
  (v)   (Writing many objectives to impress or give the page good look is unwarranted) Restrict yourself to those objectives for which you can achieve / get some information
  (vi)   In the course of internship you may work on many processes / functions … all will not be the objectives of the research project & need not to be included in the project report which you submit to the Institute.

  Examples of objectives are:
  To assess ...., To identify......., To find out......,
  To determine......, To study etc.......

Research Hypothesis

What Is a Hypothesis?

A hypothesis is a prediction that can be tested. A hypothesis is used in an experiment to define the relationship between two variables. The purpose of a hypothesis is to find the answer to a question. A formalized hypothesis will force us to think about what results we should look for in an experiment.

Imagine you have a test at AIM tomorrow. You stay out late and see a movie with friends. You know that when you study the night before, you get good grades. What do you think will happen on tomorrow's test? When you answered this question, you formed a hypothesis. A hypothesis is a specific, testable prediction. It describes in concrete terms what one may expect to happen in a certain circumstance. The hypothesis may be like, 'If not studying lowers test performance and I do not study, then I will get a low grade on the test.'

Research Questions

A research question guides and centres your research. It should be clear and focused, as well as synthesize multiple sources to present your unique argument. Even if your Supervisor has given you a specific assignment, the research question should ideally be something that you are interested in to know.

Research Methodology

(i)   Get your Research Methodology fundamentals cleared with the help of good RM book. The prescribed books in your RM papers of 1st year in AIM are quiet helpful. You can use additional reference materials if you deem fit from other sources.

(ii)   Remember that research methodology is of vital importance in your Dissertation and carries significant weightage in Dissertation viva. Hence take it seriously.

Note: Choose the right research design (from the different types of research) and have proper justification as to why you have used the methodology and tools to tackle the problem/s you have identified.

Use of qualitative and quantitative analysis

Often it is found that student come to the Faculty Supervisor and ask whether the use of advanced analytical techniques is necessary for the analysis of data in the Dissertation. Please keep in mind that you will be evaluated by a panel of faculty members and experts who may come from various fields and background. One group may be supporting qualitative analysis of your Dissertation and the other group may be supporting quantitative analysis. If you have only qualitative analysis, some experts in the Panel may point out that your Dissertation lacks quantitative analysis. On the other hand if the Dissertation contains quantitative analysis, some experts in the Panel may point out that your Dissertation is quite quantitative oriented and lacks any qualitative analysis. So in order to please both the groups, it should contain both qualitative and quantitative aspects in analysis. At the same time based on the typical functional area of the topic you have selected there may not be a single common solution and the degree of analysis may vary on case to case basis.

Note: For data analysis, you can use MS-Excel / SPSS or any other Software / application tools which you may find to be useful. However use of SPSS and the like for data analysis is not compulsory.

Relevance for Industry & Academia

It is advised that the Dissertation should be compiled in such a way that it contributes both to the Academics and the Industry in some meaningful way. Since you are a Management student, it is advised that the Dissertation should have some aspect of practical utility otherwise what is the futility of pursuing a management course in life. Effort has to be done to see that the topic has got practical relevance in the real world for solving real life problems. Try to see that your Dissertation is a highly referred one in the Institute and outside and does not simple remain in the bookshelves of the Institute Library.

Plagiarism

If you quote or paraphrase another author's work without including a reference to it you are involved in plagiarism. Not only is it very easy now a days to detect plagiarism using online services like *www.turnitin.com*, but it is also very easy to spot it just by reading your work. Remember - you are not being marked on your ability to write facts or show off what you know. Any assumptions or facts you state must have someone else's credible work to back you up. Plagiarism does not only mean cheating, it is mainly used to describe forgetting or not realising to include a reference to other's work or theories. Copying from others including reproducing by photocopy or use of exact words from others is strictly prohibited. It is also expected that students do not copy and paste from internet or any other source directly.

Citations

All sources must be cited appropriately.

   (i)   Works by the same author(s) with the same publication date are consistently differentiated by a suffix after the year (e.g., 2005 for one publication and 2005a for the other publication).
   (ii)   Both authors' names are included in every citation when referring to a work by two authors.
   (iii)   Write authors' names without any titles (e.g., Dr., Mr., Mrs. or Ms.).

Reference / Bibliography

   (i)   Refer guidelines on main sheet of this file, and start compiling bibliography as you move on with the project study. (There will be unjustified inclusion or exclusion if you prepare it for the sake of formality)
   (ii)   Take extra care for the spellings of the Author and Publisher and Individuals (all proper nouns)
   (iii)   Strictly follow the referencing norms as prescribed in the Institute Guidelines.

Besides the Standard format given for the Dissertation, the written portion must meet the requirements as available in the commonly used style manuals include:
- Publications Manual of the American Psychological Association, American Psychological Associations, 6th Ed. (APA, 2010). Updated version is available at - www.apastyle.org.

Role of the student

The student must make every attempt to follow the guidance of the Supervisor and other members if necessary. The student should not in any way rely on the Supervisor or members to rewrite document, perform spell check or other basic grammatical/spelling issues. It is assumed the student is aware of basic writing skill. The student should take on the responsibility of the research project as their own unique research to contribute to their area of learning. He/she should follow the core guidelines. He/she should takes on responsibility to submit the final Report within the guidelines which is provided in the current guidebook. It is the responsibility of the student to meet the deadlines established for the proposal, clarification and final submission dates. Matters related to quality and accuracy of text, graphics, tables, and figures are the sole responsibility of the student. Remember that you will be carrying the Dissertation in your placement interviews all throughout your life and a good Dissertation is an added advantage for you and a positive remark on you.

Grand Project Committee of AIM

The Grand Project Committee of AIM comprises of the full time Faculty members of AIM. For the final evaluation and conducting of Viva-Voce, experts from varied fields with experience may be invited if the Committee so decides. Below is the list of the names of the Faculty members of AIM, their designation and the area of expertise in the Grand Project Committee. Any one of them can be your Dissertation Supervisor in the final year.

Sl no	Name of the Faculty	Designation	Area
1)	Dr. Mukulesh Barua	Director & Professor	Operations / Marketing / General Management
2)	Dr. Gauranga Kr. Sharma	Sr. Assistant Professor	HRM / General Management
3)	Dr. Sanjib Raj	Sr. Assistant Professor	Finance / Behavioural Science / General Management
4)	Dr. Irfan Ullah	Assistant Professor	Marketing / Service Marketing / General Management / Retailing
5)	Mrs Karabi Goswami	Assistant Professor	Finance / Financial Service Marketing / General Management
6)	Dr. Mreeshi Agarwala	Assistant Professor	Rural Development / Entrepreneurship
7)	Dr. Sinmoy Goswami	Assistant Professor	Operations Mgmt / Marketing / Service Marketing
8)	Dr. Shazeed Ahmed	Assistant Professor	Marketing / Retailing / Service Marketing / Consumer Behaviour / / Rural Marketing
9)	Mrs Nandini Borah	Assistant Professor	HRM / Behavioural Science / General Management

Evaluation Sheet of the Supervisor

Sl no	Criteria	Full marks	Marks Scored
1	Relevance of the Topic	20	
2	Quality of written content	30	
3	Methodology and structure	30	
4	Analysis used	30	
5	Continuous Evaluation	40	
6	Viva Voce	50	
7	Grand Total	200	

Evaluation from serial no 1-5:   By Supervisor (total 75%)
Evaluation for serial no 6:   By Viva Panel (total 25%)

Note: The above provides a general guidelines in order to ensure consistent effort from the Researcher and commensurate guidelines from the Supervisor. However depending upon the type of work / nature of research / functional area, the concerned supervisor can devise and propose befitting structure of evaluation if he/she deems so.

In regard to the criteria of *Continuous Evaluation* students will be graded based upon how the students fulfil the Objective (s) of the Grand Project (including regular update and time to time interaction with the allotted Supervisor). For *Viva Voce*, the student is required to give a very professional PPT presentation of the Dissertation to the Viva Panel.

Dissertation writing rules

Sl no	Item	Specifications
1	Page type	Standard White colour
2	Page size	Page size A4 (297x210mm)
3	Printing sides	Only one side of each page
4	Type of binding	Hard bound binding
5	Type of cover colour	Black colour
6	Colour of print matter	White or silver colour
7	Typeface font name (to be used consistently)	Times New Roman
8	Headings font size	14
9	General body font size	12
10	Page alienation	Text should be justified aligned
11	Line Spacing	1.5
12	Spacing: Top margin	1 inches
13	Spacing: Bottom margin	1 inches
14	Spacing: Left margin	1.5 inches
15	Spacing: Right margin	1 inches

Note: (i) Neither Page Border nor any type of Logo (in page header or footer) is to be used in the main body of the Dissertation (ii) Font size of letters and numbers used in tables and graphs may be less than 12 but not less than 10. Major headings and sub-headings should be

written in the left hand margin in 14 point and should be in bold without underline in lower case with initial capitals.

PPT Presentation Rules

(For effective presentations)

1. Create a logical flow to your presentation. There must be a logical flow of your presentation. Try to start with a good outline.

2. Make your presentation readable. Use at least 30-point type. Obviously, it depends on the size of the room, the size of the screen and the like. One must test the slides and make certain that they are readable in the presentation hall. If people are squinting during your presentation, trying to make out what is on the slide, you have lost your audience

3. Don't give your presentation software centre stage. This is the biggest mistake that speakers make. The PowerPoint or Keynote are tools designed to augment the presentation. Keep in mind that you are the presenter. Your message should be the focus. Not your slides. No amount of "razzle dazzles" or slide effects can overcome a weak presentation. If you don't do your job, slides won't save you. It only makes a bad presentation worse.

4. Cut down the number of slides. Do not use a transcript of your speech with every point and sub-point. People are only going to remember the major points any way. You may make use of the 7-7-7 (seven-seven-seven) Rule. Each PPT presentation should ideally have a total of seven (7) slides; each page a total of maximum seven (7) lines and each line should have a maximum of seven (7) words.

5. Avoid paragraphs or long blocks of text. If you are really required to use a paragraph, then write it down to the bare essentials. Use an excerpt - a couple of sentences. Emphasize the important words. Put the text block by itself on a single slide.

6. Use appropriate fonts. It is recommended for using sans serif font for titles (e.g., Arial, Times Roman, Verdana and Helvetica). It makes the PPT text more readable. Most books are typeset this way because it makes them more readable. It is also customary to use san serif fonts for chart labels.

7. Avoid detailed reports. If you want to include a report in your presentation, hand it out. Do not force people to try to read a ledger printout on a slide. If you must show a

report, use it as a picture and then use a highlight to emphasize the part of the report which you want people to focus on.

8. Remember that less is more. It is recommended that you keep things simple. Fancy slide transitions get old quickly. Have all your bullets appear at once rather than one at a time. Avoid sound effects because they serve no other purpose than annoying the audience and distracting them from your presentation.

9. Other miscellaneous information: Slide titles should be relatively short - 1 line only. In using colour, stick to primary, bright and clear colours. Do not use a photo as a background for the slide. It may be good artistically but it distracts from the points you are making.

10. *Presenters should not read word slides to the audience*. The audience can read the slide faster than the presenter can speak it! A good average is one slide per minute of talk. If you have more, you are going too fast for the audience. If people remember your presentation, they will remember only one or two key points. Summarize these at the end of your talk.

Precautions for your PPT presentation day

One the day of the Viva Voce, when you come for the presentation bring your own Laptops to meet any unforeseen contingency in the Institute. Ensure that the PPT version you will be using is compatible. Make a ground study with the facilities available at the Institute with sufficient time before hand. Please note that as regards Viva Voce, the Institute cannot make tailor made arrangement for each participant separately. Ensure that there is sufficient backup of your PPT file both in the Pendrive and Compact Disc (CD).

Page rules

(i)   No page is short because of a table or figure.

(ii)   Figures, pictures, graphs and other such materials must conform to the margins set.

(iii)   All words fit in their entirety on a line. No word is divided.

(iv)   Abbreviations are to be avoided.

(v)   A running head should be utilized.

(vi)   Each page, except the title page and the approval page, is assigned a typed number.

(vii)   Pages should be numbered consecutively and clearly. Page number should be center aligned and at the bottom of the page.

Tables and Figures

(i)   Each table or figure is incorporated at the appropriate place in the text.

(ii)   Short tables or figures are placed on a page with some text.

(iii)   All tables and figures are referred to by number.

(iv)   When more than one table or figure is introduced on a page of text, each follows in the order mentioned. Table or figure schemes are consistent.

(v)   Table or figure schemes are consistent.

(vi)   The Table title should be at the Top of the table. Example: Table 1. Sugarcane Disease Information.

(vii)   The Figure title should be at the top of the figure. Example: *The Conversion Funnel*. The figure number should be at the bottom of the figure.

Referencing Styles / Format

JOURNALS, MAGAZINES, NEWSPAPERS IN PRINT FORMAT

General Form

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. Title of Journal, xx, xxx-xxx.

> NOTE: The journal title and the volume number are in italics. Issue numbers are not required if the journal is continuously paged. If paged individually, the issue number is required and is in regular type in parentheses adjacent to the volume number.

One Author

Williams, J. H. (2008). Employee engagement: Improving participation in safety. Professional Safety, 53(12), 40-45.

Two to Seven Authors [List all authors]

Keller, T. E., Cusick, G. R., & Courtney, M. E. (2007). Approaching the transition to adulthood: Distinctive profiles of adolescents aging out of the child welfare system. Social Services Review, 81, 453484.

Eight or More Authors [List the first six authors, … and the last author]

Wolchik, S. A., West, S. G., Sandler, I. N., Tein, J.-Y., Coatsworth, D., Lengua, L.,...Griffin, W. A. (2000). An experimental evaluation of theory-based mother and mother-child programs for children of divorce. Journal of Consulting and Clinical Psychology, 68, 843856.

Magazine Article

Mathews, J., Berrett, D., & Brillman, D. (2005, May 16). Other winning equations. Newsweek, 145(20), 58-59.

Newspaper Article with No Author and Discontinuous Pages

Generic Prozac debuts. (2001, August 3). The Washington Post, pp. E1, E4.

BOOKS, CHAPTERS IN BOOKS, REPORTS, ETC.

General Form

Author, A. A. (Year). Title of work. Location: Publisher.

One Author

Alexie, S. (1992). The business of fancydancing: Stories and poems. Brooklyn, NY: Hang Loose Press.

Corporate Author with an Edition and Published by the Corporate Author

American Psychiatric Association. (1994). Diagnostic and statistical manual of mental disorders (4th ed.). Washington, DC: Author.

Anonymous Author

Dorland's illustrated medical dictionary (31st ed.). (2007). Philadelphia, PA: Saunders.

Chapter in a Book

Booth-LaForce, C., & Kerns, K. A. (2009). Child-parent attachment relationships, peer relationships, and peer-group functioning. In K. H. Rubin, W. M. Bukowski, & B. Laursen (Eds.), Handbook of peer interactions, relationships, and groups (pp. 490-507). New York, NY: Guilford Press.

ERIC Document

Shyyan, V., Thurlow, M., & Liu, K. (2005). Student perceptions of instructional strategies: Voices of English language learners with disabilities. Minneapolis, MN: National Center on Educational Outcomes, University of Minnesota. Retrieved from the ERIC database.(ED495903)

ONLINE JOURNALS, MAGAZINES, NEWSPAPERS

General Format - Databases

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. Name of Journal, xx, xxx-xxx. doi:xxxxxxxxxx

Article Retrieved from an Online Database

> NOTE: Use the article's DOI (Digital Object Identifier), the unique code given by the publisher to a specific article.

Senior, B., & Swailes, S. (2007). Inside management teams: Developing a teamwork survey instrument. British Journal of Management, 18, 138153. doi:10.1111/j.1467-8551.2006.00507.x

NOTE: Use the journal's home page URL (or web address) if there is no DOI. This may require a web search to locate the journal's home page. There is no period at the end of web address. Break a long URL before the punctuation.

Koo, D. J., Chitwoode, D. D., & Sanchez, J. (2008). Violent victimization and the routine activities/lifestyle of active drug users. Journal of Drug Issues, 38, 1105-1137. Retrieved from http://www2 .criminology.fsu.edu/~jdi/

Article from an Online Magazine

Lodewijkx, H. F. M. (2001, May 23). Individual-group continuity in cooperation and competition under varying communication conditions. Current Issues in Social Psychology, 6(12), 166-182. Retrieved from http://www.uiowa.edu/~grpproc/crisp/crisp.6.12.htm

OTHER ONLINE RESOURCES

General Form

Author, A. A. (Year). Title of work. Retrieved from web address

Online Report from a Nongovernmental Organization

Kenney, G. M., Cook, A., & Pelletier, J. (2009). Prospects for reducing uninsured rates among children: How much can premium assistance programs help? Retrieved from Urban Institute website: http:// www.urban.org/url.cfm?ID=411823

Online Report with No Author Identified and No Date

GVU's 10th WWW user survey. (n.d.). Retrieved from http://www .cc.gatech.edu/user_surveys/survey-1998-10/

(Sample of the Cover Page)

Dissertation Topic……………

A Dissertation submitted to Assam Institute of Management
in partial fulfilment of the requirement in the Course Curriculum
for the Post Graduate Programme in Management

Submitted by
Name:…………..
Roll no:…………
Batch:…………

Assam Institute of Management

(A Government of Assam Society)
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Format of the Dissertation

(List of topics and sub topics to be included in the proper sequence)

Note: Page no of serial no 1-6 *to be numbered in Roman numerals*
Page no of serial no 7-11 *to be numbered in Arabic numerals*
Page no of serial no 12-13 *to be numbered in Roman numerals*

(Sample of the Certificate from the Supervisor)

Certificate

(in Institute's pad)

This is to certify that the work incorporated in this Dissertation entitled "**...**," by (name of the student bearing Roll no) comprises the results of his/her independent and original investigations carried out under my supervision and guidance. To the best of my knowledge, the work is an original work and has not been submitted earlier, either to any other Institute or University for the fulfilment of the requirement in any course of study for the award of any degree, certificate or diploma.

Place: Guwahati   (Signature of the Dissertation Supervisor)

Date:..........., 2018   (Name of the Dissertation Supervisor)

Declaration

(in A-4 size paper)

I hereby declare that the Dissertation work entitled "(**....................................**)," submitted to Assam Institute of Management in partial fulfilment of the requirement in the Course Curriculum for the Post Graduate Programme in Management is my original work and has not been submitted earlier, either to any other University or Institute for the fulfilment of the requirement in any course of study for the award of any degree, certificate or diploma. I also declare that no chapter of this Dissertation work in whole or in part is collected and incorporated in this report from any earlier work done by others or by me.

Place: Guwahati   (Signature of the student)

Date: ...., 2018   (Name of the Student)

                                                         Roll no:

(Sample of wording in the Acknowledgements that students may use)

Acknowledgement

(in A-4 size paper)

The completion of this Dissertation work would not have been possible without the contributions of a number of individuals whom I am indebted to.

I am grateful to Prof / Dr. (_____) (Director – Assam Institute of Management) for giving me the opportunity to undertake this research work.

I am indebted to Mr/Mrs/Dr.................................. (Dissertation Supervisor) for his/her guidance and support in this Dissertation work.

I express my sincere gratitude to ....for the constructive motivations and suggestions in my Dissertation work.

I am indebted to ....etc etc.

I take this opportunity to thank all others who have been instrumental in the completion of my Dissertation.

Last but not the least I am grateful to ....

(Signature of the student)
(Name of the Student)
Date: ...., 2018

Evaluation Sheet of the Supervisor

Sl no	Criteria	Full marks	Marks Scored
1	Relevance of the Topic	20	
2	Quality of written content	30	
3	Methodology and structure	30	
4	Analysis used	30	
5	Continuous Evaluation	40	
6	Viva Voce	50	
7	Grand Total	200	

Name of the Evaluator: ....

Signature of the Evaluator: ....

Checklist Enclosed

Sl no	Items	Yes	No
1	Certificate from the Supervisor		
2	Signed Declaration by the Student		
3	Acknowledgement		
4	Abstract		
5	Hard copy of the Dissertation in the prescribed format		
6	Soft copy of the Dissertation in the prescribed format		
7	Evaluation Sheet		
8	Checklist Sheet		

Reference

1. University of Bradford, School of Management - Writing Your Management Project Report
2. High Point University / Norcross Graduate School- Thesis, Dissertation and Capstone Project Guide
3. The American Psychological Association (APA) style / Format–6th Edition
4. Dissertation Guidelines ASTU
5. Late Govind Kashinath Pate (Wani) Institute of Management, Pune- Submission of Project Report