

Allocation of Marks:

Criterion	Marks
Necessary Evidences	10
Daily Log	20
Evaluation Form (to be filled by the mentor)	15
Report Criterion	35
Presentation	10
Viva	10
Total	100

Tasks for Batch 2019-2023	Date
Google sheet for internship particulars to be filled by students	14th February 2022
Submission of hardbound copy	18th February 2022
Presentation and Viva Dates	2nd March 2022

3.16. Research Project - Rules and Policies

The Research Project is part of the academic requirements of the major specialization in the Liberal Arts programme. Interdisciplinary projects are encouraged. The Research Project is usually submitted in the form of a dissertation which typically involves a substantial amount of independent work by the student. Students are expected to identify a theme for intensive study, request faculty with experience in the relevant area to be their committee members and undertake the project with due guidance.

Beginning this academic year, students are also encouraged to undertake collaborative research projects with faculty members. Batch 2016-20 students and faculty members interested in collaborative projects need to submit a joint declaration to the Research Cell latest by October 1, 2019 indicating their interest in collaboration. Submissions (draft chapters and the final dissertation) by students engaged in collaborative projects will be evaluated by a separate committee appointed by the Research Cell. Joint projects by multiple students are not allowed. Students in other batches interested in collaboration with faculty members should take permission from the Research Cell before the submission of progress reports.

3.16.1. For Students in Batches 2016-20, 2017-21, and 2018-22

Research Proposal (for Dissertation)

- Research Methodology 1 and 2 courses taught during semesters 2 and 3 provide knowledge regarding the requirements of a research project including different methods of analysis. Based on the skills acquired in these courses, and with the help of their committee members and the faculty instructor for **Writing a Research Proposal: RM III**, students are expected to work on a research proposal during Semester 4.
- **Writing a Research Proposal: RM III** is a 1-credit course (25 marks) and the research proposal is submitted to the Research Cell as part of the requirements of the course. The proposal has to be submitted by the deadline specified in the table later. Failure to submit by the deadline will result in a penalty (as specified later)
- Without successfully completing the **Writing a Research Proposal: RM III** course a semester earlier, students cannot receive marks for Progress Reports (during Semesters 5 and 6) and draft chapters (during Semester 7). If a student has a backlog in RM III during Semester 8, the student has to submit the research proposal and dissertation together for evaluation.
- For the RM III course, the Research Cell will follow general SSLA policy in considering any requests for re-evaluation. Marks for attendance and class participation will not be subject to re-evaluation.

Dissertation Committee

- Each student should form a committee consisting of two members, referred to as 'Chairs.' The committee has to be approved by the Research Cell.
- Students are required to communicate details about the First Chair to the Research Cell during Semester 4.
- Students can request a visiting faculty member to be their First Chair, but are strongly advised to have a member of the core faculty as at least one member on their committee.
- At least one Chair should be from the major specialization of the student. If the First Chair is not from the major specialization of the student, then

the Second Chair has to be a faculty member from the major specialization. Any requests for exceptions must be submitted in writing and approved by the Research Cell.

- With prior permission from the Research Cell, students can have someone not affiliated with SSLA (either as a visiting or core faculty member) on their committee. Such students need to submit a copy of the curriculum vitae of the relevant person, and only after receiving approval from the Research Cell can finalise the committee.
- Students are expected to keep a signed record of all their meetings with the First Chair. They can use the table at the end of this section to document the same. Students may similarly document meetings with the Second Chair if necessary.
- Faculty members are expected to keep a detailed record of material submitted, feedback provided, and marks assigned to students under their mentorship.

Changes in Dissertation Committee

- Students wishing to change the First Chair need to fulfill the following conditions:
 - They should have met the First Chair at least thrice in the preceding semester and have a log of the same in the handbook (or have electronic record of correspondence with, or attempts to meet the First Chair).
 - The change in the First Chair must take place at least one month before the submission of the final copy of the dissertation.
 - In extenuating circumstances (faculty member leaving SSLA, is otherwise unavailable, etc.), the Research Cell can allow changes even if the above mentioned conditions are not fulfilled.

Progress Report and Draft Chapters

- Students are expected to work on their dissertations during Semesters 5, 6 and 7 so that they can submit the final copy during Semester 8.

- Students are required to submit a written progress report to the Research Cell (with a copy to the First Chair) once each during Semesters 5 and 6 (by the deadline specified in the table later). The report should provide an overview of the work done and specify the nature of work pending to complete the project. The First Chair can, at his/ her discretion, also require a more detailed write-up, submission of chapters, and/or a presentation based on work completed. The progress reports will be evaluated by the First Chair.
- The progress report for Semester 5 will be marked for 5 marks.
- The progress report for Semester 6 will be marked for 10 marks.
- During Semester 7, by the deadline specified in the table later, students are required to submit drafts of two chapters (other than introduction and conclusion/discussion) to the Research Cell (with a copy to the First Chair). The chapters will be graded by the First Chair for 10 marks each (for a total of 20 marks). The chapters can be revised before the final submission (but marks for draft chapters will not be revised).

Dissertation Submission

- During Semester 8, by the deadline specified in the table later, students have to submit a hardbound copy as well as a digital copy (in MS Word or PDF format) of the dissertation to the Research Cell (with copies to the committee). Without submission of both hardbound and digital copies, and finalization of both members of the dissertation committee, students will not be permitted to schedule the dissertation defense and marks will not be processed by the Research Cell.
- The final submission should be accompanied by a consent form signed by the First Chair stating that the dissertation meets the minimum requirements and that defense can be scheduled. Individual chairs can require their students to submit a draft of the full dissertation by any deadline (even earlier than required by the Research Cell). The First Chair can refuse to sign the consent form if the student has not fulfilled the requirements conveyed.

- The dissertation should be formatted as per specific guidelines (to be circulated later).
- The dissertation cannot be revised after submission to the Research Cell.
- Failure to submit the hardbound copy by the deadline will result in a penalty (as specified later)

Dissertation Defense

- Students are expected to contact their committee members to schedule their oral defense.
- Students are required to submit the hardbound and digital copies of the Research Project to the Research Cell at least three days before the defense is scheduled so that their submissions can be processed.
- Students must communicate the confirmed date of defense to the Research Cell. The project defense should take place with both committee members by the deadline specified in the table later.
- Failure to submit the hardbound copy by the deadline will result in a penalty (as specified later).

Word Count and Style

- Dissertations are expected to be between 10000 and 20000 words long. The committee members can set specific requirements depending on usual expectations in the field/s dissertation topic belongs to.
- Students can choose from one of the following standard citation styles: APA, MLA, or the Chicago Manual of Style (Author-Date or Note-Bibliography). If students want to use a different citation style than the ones mentioned above, they need to take prior permission from the Research Cell.

Evaluation

The Research Project, usually submitted in the form of a dissertation, is worth 7 credits, and is evaluated out of 175 marks. The marks are distributed as follows:

Progress Reports: 15 marks

Draft Chapters: 20 marks

Final Dissertation: 115 marks

Clarity of research question and argument: 15 marks

Knowledge of concepts and theories related to the research topic: 20 marks

Appropriateness and application of research methods: 20 marks

Strength of argument/analysis: 30 marks

Originality of work: 10 marks

Quality of writing: 20 marks

Defense: 25 marks

Presentation (during defense): 15 marks

Viva (during defense): 10 marks

After the defense, typically, both committee members fill in a common evaluation form. However, if the two members disagree, they can complete two separate evaluation forms. If the difference in total marks is equal to or less than 10, the final marks for the dissertation will be the average of the two. If the difference is more than 10 marks, the dissertation will go to a third member (chosen by the Research Cell), and the average of the marks received from both evaluations (undertaken by the committee and the third member) will be the final marks.

If the student wishes to contest marks for the dissertation, the Research Cell allows re-evaluation only for the written work. Marks for oral defense (presentation and viva) will remain the same. The written work will be re-evaluated by a third member chosen by the Research Cell. Average of marks received from both evaluations (undertaken by the committee and the third member) will be the final marks.

Deadlines*

Batch	Forming Committee	Proposal Submission	Semester 5 Progress Report	Semester 6 Progress Report	Two Draft Chapters	Final Submission	Last Date for Defense
2016-20	Completed	Completed	Completed	Completed	November 15, 2019 [†]	4 pm, February 24, 2020 [‡]	March 31, 2020 [§]
2017-21	Completed	Completed	November 15, 2019 [†]	April 25, 2020 [†]	Last Day of Classes (Semester 7) [†]	4 pm, last Monday of February (Semester 8)	Last working day of March (Semester 8)
2018-22	First day of the examination period (April 29, 2020)	First day of the examination period (April 29, 2020) [†]	Last Day of Classes (Semester 5) [†]	Last Day of Classes (Semester 6) [†]	Last Day of Classes (Semester 7) [†]	4 pm, last Monday of February (Semester 8)	Last working day of March (Semester 8)

* Any extensions have to be approved by the Research Cell in writing.

[†] Late submissions will not be accepted for progress reports and draft chapters.

[‡] Late submissions (with penalty) will be accepted until April 1, 2020. Students who do not submit by this extended deadline will get a backlog in the subject.

[§] Late defense (with penalty) can be completed by April 29, 2020. Students who do not complete the defense by this extended deadline will get a backlog in the subject.

[†] Students who do not submit the research proposal by May 6, 2020 will get a backlog in the subject.

Penalties:

Late Submission of Research Proposal (Research Methodology III): 5 marks

Late submission of hardbound copy: 10 marks

Late defense: 10 marks

Violation of research ethics and/ or plagiarism concerns: as deemed appropriate by the dissertation committee or the Research Cell

Backlog submissions will also be subject to late submission penalty. However, if the imposition of late penalty results in a student failing the course that he or she would have passed otherwise, the Research Cell will waive the late penalty to the extent that the student receives the absolute minimum marks necessary to pass.

3.16.2. Batch 2019-23

- Research Methodology 1 and 2 courses taught during semesters 2 and 5 provide knowledge regarding the requirements of a research project including different methods of analysis. Based on the skills acquired in these courses, and with the help of the committee members and the faculty instructor for **Research Methodology III: Research Proposal**, students are expected to work on a research proposal during Semester 6.
- **Research Methodology III: Research Proposal** is a 3-credit course (75 marks) and the research proposal is submitted to the Research Cell as part of the requirements of the course.
- The proposal has to be submitted during Semester 6.
- Students are expected to work on their research projects during Semester 7 so that they can submit the final dissertation during Semester 8.
- During Semester 7, students are required to submit drafts of two chapters (other than introduction and conclusion/ discussion) to the Research Cell (with a copy to the First Chair). The chapters will be graded by the First Chair. The chapters can be revised before the final submission.
- Students have to submit their final copy of the Research Project during Semester 8.

DISSERTATION MEETINGS CALENDAR

Student's Name: _____

First Chair: _____

Second Chair : _____

S. No	Date	Topic of Discussion	Faculty Signature (First Chair or Second Chair)