

ST. JOSEPH'S COLLEGE FOR WOMEN (AUTONOMOUS) VISAKHAPATNAM

VI SEMESTER

OFFICE MANAGEMENT

TIME: 5 Hrs/week

OFF A 3 6403 (3)

CLUSTER I – C.PROJECT/ DISSERTATION

Max. Marks: 100

w.e.f. 2017-18 (AC Batch)

Students should be enabled to design and conduct an original and ethical research. They should be able to write a dissertation in the APA format. The research done can either be empirical/data based (quantitative, qualitative, or mixed-methods) or it can be in the form of a critical review of research and theory.

Learning Objectives:

The project is to provide exposure to various dimensions of corporate working and certain problems faced by them and assist them in problem solving through active research.

Learning Outcomes

The student after completing this project would have understood certain problem solving techniques and other issues which would provide a base for their future research and career development

The Broad Areas of the Dissertation:

A) Introduction to the topic:

The Introduction chapter should broadly cover the following topics

a) Introduction to the functional area i.e., Finance/Marketing/Human Resources and the relationship between of one functional area to other functional areas of management.

b) Importance of the topic from macro and micro perspective and title chosen for study.

B) Literature review

▪ The literature review is a body of text that aims to review the critical points of current knowledge on a particular topic.

▪ Literature reviews are secondary sources, and as such, do not report any new or original experimental work.

▪ Literature review seeks to describe, summarize, evaluate, clarify and/or integrate the content of primary reports".

▪ Students are required to review at least 10 latest articles from refereed journals on their topics for the research work and write the gist of these articles in 100 words about each article in their own words.

The research design chapter must contain the information under the following headings;

1. Title/Statement of the problem
2. Objectives of the study
3. Scope of the study
4. Hypothesis
5. Population and sampling techniques
6. Data collection methods
7. Statistical tools for analysis
8. Limitations of the study

Chapter 3: Analysis and Discussion

The data collected is to be analyzed using relevant statistical tools followed by suitable interpretation.

Chapter 4: Summary of Findings

The salient findings of the research study along with suitable suggestions need to be given

Chapter 5: Recommendations and Conclusion

Annexure [No chapterization]

Questionnaire

Any relevant documents / brochures could be attached

Bibliography [No chapterization]

All sources of reference such as journal articles, books, websites etc. to be given in compliance with APA 6th Ed format only

Evaluation (Internal and External)

Project – 60 marks

Presentation - 20 marks

Viva-voce examination – 20 marks