



**PARLE TILAK VIDYALAYA ASSOCIATION'S**  
**MULUND COLLEGE OF COMMERCE (AUTONOMOUS)**

(Affiliated to the UNIVERSITY OF MUMBAI)  
MULUND VANIJYA MAHAVIDYALAYA MARG, MULUND (WEST), MUMBAI - 400 080.  
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**NAAC ACCREDITED GRADE "A"**  
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### **Policy for Field Projects**

Mulund College of Commerce is committed to providing students with enriching opportunities for research-based learning through field projects. These projects, tailored for Second-year/Third year students in B.Com (Regular), BAF, BFM, BFSI and BBI programs, are integral components of our curriculum framework. By adhering to the provided guidelines, students engage in hands-on experiences, applying theoretical knowledge to real-world challenges, and honing critical thinking skills. These field projects foster holistic development, preparing students for future professional endeavours.

#### **1. Nature of Field Project:**

The field project will be research-based, aimed at providing students with practical exposure to research methodologies, fostering critical thinking, and enhancing their knowledge in their respective fields of study.

#### **2. Objectives:**

Provide practical exposure to research methodologies. Foster critical thinking and analytical skills.

Enhance students' understanding of socially relevant topics.

Encourage ethical research conduct.

#### **3. Role of Mentor and Mentee**

Students will be assigned to a mentor who will guide them through their Field Project. Students must maintain regular contact with their designated mentor

##### **3.1 Role of Mentor:**

- Compile a list of socially relevant research topics.
- Allocate project topics to learners based on their interests and expertise.
- Guide students throughout their research journey.
- Oversee and record weekly progress made by students.
- Evaluate students based on their research report, presentation, weekly progress, ethical standard.
- Submission of marklist to examination committee as per the given deadline.

##### **3.2 Role of Mentee:**

- Conduct research based on the topic allotted by the mentor.



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- Adhere to ethical standards to maintain confidentiality of collected information.
- Conduct physical data collection through surveys or interviews; online data collection is not permitted.
- Ensure that each filled questionnaire includes the respondent's name, signature, and mobile number.
- Following the field visit, students are obliged to submit a handwritten report in the prescribed format provided by their respective mentor.
- Submit respondents' sheet and geo tag photographs along with the final report.
- Create a PowerPoint presentation based on the submitted report for the final presentation.
- Participate actively in the presentation session and respond to queries or feedback from the audience and evaluators.

**4. Batch Size:**

The batch size for the research-based field projects will be limited to 60 students to ensure effective mentorship and supervision.

**5. Ethical Standards:**

- Students must adhere to ethical guidelines in all stages of the research project.
- Confidentiality of collected data must be maintained at all times.
- Proper citation and acknowledgment of sources are mandatory.
- Any instances of plagiarism or academic misconduct will be dealt with strictly.

**6. Project Timeline:**

- A clear timeline will be provided to students outlining key milestones and deadlines.
- Weekly progress reports must be submitted to the mentor to track the project's progress.

**7. Duration and Credits:**

A minimum of 60 hours of learning activities for 2 credits in a semester is required.

Contact Hours	Field Work	Report Writing	Total
20	30	10	60



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### 8. Evaluation Criteria:

- Evaluation will be based on the quality of the research report, adherence to ethical standards, presentation skills, and weekly progress.

Criteria	Marks
Finalization of topic within the given time span by mentor	05
Submission of Weekly Report	10
Submission of Final Report	10
Presentation skills	10
Adherence to ethical standard	10
Quality of research report	5
<b>Total Marks</b>	<b>50</b>

- All assigned tasks, reports, and presentations must be completed as per the schedule.
- Failure to fulfil any requirement will result in the student being marked as failed for the activity.

### Backlog Management:

Students who will be declared fail in the Field Project in their regular/first attempt, shall be provided with an opportunity to clear their backlog by resubmitting the **pending components** of the project.

1. In cases where the pending component pertains solely to the presentation and/or submission of reports, the **fieldwork already completed** during the initial attempt **may be utilized** for the purpose of resubmission for additional 3 attempts, excluding the original attempt.
1. It shall be the responsibility of the student to initiate contact with their assigned mentor to discuss the backlog management plan, obtain necessary feedback, and ensure that all pending components are completed and submitted within the stipulated deadline as prescribed by the college.

### 9. Amendment of Policy:

- In exceptional circumstances the Principal reserves the right to exercise discretion to amend the policy.
- Any amendments will be communicated to students and faculty through official channels.

  
**PRINCIPAL**