



## Koneru Lakshmaiah Education Foundation

(Category -1, Deemed to be University estd. u/s. 3 of the UGC Act, 1956)

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### OFFICE OF DEAN ACADEMICS

### Policy Document

KLEF/ODA/1.17/P11701/2022/V1.0

Date: 06/08/2022

### Title: Term Paper

#### 1. Policy:

Term Paper acts as a basis for the students who are interested in carrying out their major project in the final year of study on the career tracks viz. Employability, Entrepreneurship and Career Advancement. It also enhances the transferable skills required by the student in order to Understand, Analyze, design, and develop the solutions for the real problems using the knowledge from their respective branch of study.

#### 2. Outcomes

- Enhances the ability to identify and formulate problem statements
- Improves the analytical skills of students and prepares them for challenges
- Enhances research / technical report writing and presentation skills.

#### 3. Guidelines

Students undergoing the term paper should choose their career track and decide on the problem to be addressed with the help of the faculty mentor. Once the problem is identified, students will understand the problem in detail by studying the various existing solutions/methods to resolve it, the advantages and disadvantages of the same, and then identify the suitable solution to address the problem. The entire process is documented by the students under the guidance of the mentor and presented as a report. The students are expected to publish a review paper in a quality journal as guided by the department.

### **3.1 Team Formation:**

Students should submit the details of their team (Sizes 3-5) and the track in which they want to do their term paper. Further, the team members should be in the same track of specialization.

- Product or service or solution Development
- Research
- Innovation or Entrepreneurship

The teams formed under the above-mentioned career tracks can be from the same specialization or from interdisciplinary/multidisciplinary specialization

Faculty should be allotted based on their preference to guide product or service or solution / Research Oriented work appropriate to their specialization or interest (for product/service) areas. Faculty can opt to guide term papers for both product and research depending on the quota of batches allotted.

### **3.2 Proposals for the work**

- Abstract Proposals for Product or service or solution / Research / Entrepreneurship work should be prepared by students and submitted to the department through the guide.

### **3.3 Allotment of Supervisors**

#### **For Product or service or solution Development/Entrepreneurship track**

- Department should list the details of the faculty and their areas of interest / expertise along with the quota of number of teams they can handle before the commencement of the semester.
- Student teams should approach the faculty and discuss their problem statement and get their consent to guide the work.

### For Research track

- Faculty may propose the abstract of the work that they are interested in enrolling the students for and the necessary knowledge or interest the students should have to be a part of the proposed research. These proposals should be identified at the time of SRP and floated to the students before the commencement of the semester.
- Student teams may approach the faculty to discuss the abstract and get their consent to guide the research work.

Guide allotment is done on a first come first serve basis. The limit on the number of term papers to be guided by the faculty has to be decided upon student faculty ratio of the department.

### 3.4 Timeline & Activity Chart for Term Paper Course:

Timeline	Activity
Second week of semester	<b>Students</b> - Team Formation Period <b>Faculty</b> – Category, Interested Areas, Specialization
Third week of semester	nouncement of Finalized Student Teams and List of Faculty under each Category / Specialization
Fourth week of semester	Preparation of Abstracts
Fifth week of semester	Finalization of Faculty Allotment &Release of the final list of titles, abstract along with Student team and Faculty-mentor.
Sixth week of semester	Internal Review –I Identification of the Problem statement
Eighth week of semester	Internal Review –II Analysis of the existing solutions
Tenth week of Semester	Internal Review –III Proposed solution
Last week of semester	External Review & Final Term Paper Report Submission



### **3.5 Evaluation Plan:**

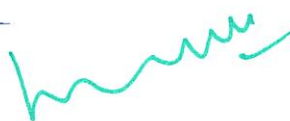
Component	INTERNAL (60)			EXTERNAL (40)
	Review 1	Review 2	Review 3	Final Review
Weightage	20	20	20	40
Max Marks	50	50	50	50

\* Detailed rubrics should be prepared by the department appropriate to the chosen career track on which the student is willing to do the project in future. Necessary benchmarks like paper publication, white paper preparation, etc. can be kept as a part of evaluation. Necessary provisions be made for the evaluation by the guide.



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**Pro Vice Chancellor**

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