

**ST. JOSEPH'S COLLEGE OF COMMERCE (Autonomous)**

Affiliated to Bengaluru City University

Re-accredited with 'A' Grade by NAAC, College with Potential for Excellence (CPE)

#163, Brigade Road, Bangalore – 560 025. Karnataka, India

**POST GRADUATION DEPARTMENT****DISSERTATION GUIDELINES FOR STUDENTS**

Research in higher education is an inevitable part as research expertise is essential in finding real-time solutions to problems affecting the mankind and the environment that one lives in. As part of the programme, a Dissertation of 200 marks has been incorporated in the Programme matrix for the students during the IV semester to fulfill the requirement under the Choice Based Credit System.

**Modus Operandi****1. Area of Dissertation:**

- a. All M.Com (Finance & Taxation/Marketing & Analytics) students are required to choose the Dissertation topic based on their specialization. All M.Com (International Business) students are required to choose any topic under the purview of Commerce and Management with special focus towards International Business.
- b. The topics chosen must be from a current area in Commerce that is both relevant as well as increasingly popular and the research conducted should contribute to business and societal development. As an exception, students are encouraged to take up socially relevant topics as well, provided that it aligns with the Jesuit Vision and Mission of forming men and women for others.

**2. Course work**

The students as a part of their preparation are already acquainted with knowledge in Research Methodology and statistical tools in their previous semesters. Further, through a training session jointly organized by the Research Center and the PG department, students are up-skilled on the significant topics in research relevant to the Dissertation. The training happens in the month of August/September. The department also organizes training programs on various online database available with the Library.

### **3. Guide Allotment and Synopsis Finalization**

- a. Guide allotment for students is finalized by the department. The pool of guides includes faculty with over 5 years of experience in teaching and research.
- b. On announcement of the guide, the student may work on finalizing the topic and submission of synopsis to the PG Office as per the dates mentioned by the department, in the following formats:
  - i. Synopsis Report (Refer Annexure 1)
  - ii. Finalization of Topic(Refer Annexure 2)
- c. On synopsis submission, the student's Research Proposal will be reviewed and approved by an internal or external research expert. Based on the given feedback, you may proceed with the Dissertation work under the guide allotted to you by the department.

### **4. Dissertation Review and Submission**

The Dissertation Review and Submission will take place in two stages.

#### **Stage 1- Draft Dissertation**

- a. The student has to be ready with the Draft Dissertation (in spiral bound form) within or on the date announced by the department for submission to the PG Office.
- b. The department will send the Draft Dissertation to the respective guides for a Review of the Draft copy by them and also to issue a Review Report of the Draft Dissertation to the student (oral and written communication). Each guide will be given 15 to 20 days to complete the process and the final date for the Review completion by the guide will be announced by the department.
- c. The student is expected to submit the copy of the Review Report of the Draft Dissertation to the department as per the date announced.

#### **Stage 2- Final Dissertation**

- d. After incorporating the necessary suggestions as per the Review Report of the guide, the student is expected to submit the Final Dissertation (in hard bound form) on the dates announced by the department, to the PG Office.
- e. This will be accompanied by a 'Correction Completion Certificate' confirming the incorporation of suggested changes, signed by the guide. (Refer Annexure 3)

### **5. Evaluation by the Institution**

- a. On submission of the Final Dissertation to the department, the student will be notified about the VIVA-VOCE Examination.
- b. VIVA-VOCE takes place in the presence of the internal guide and an external evaluator from the institution or an outside institution.
- c. The maximum marks assigned for the Dissertation and VIVA-VOCE is 200. The minimum marks to qualify the Dissertation is 80.

## 6. Presentation and Publication

Having worked on the Dissertation for a semester, gaining rich experience in the given area of research by creating an Intellectual Property, the college highly encourages the student to convert their research work into Research Paper(s) for presentation and publication. While presenting/publishing the Research Paper(s), the student shall be the First Author keeping their Guide as the Second Author.

### Important instructions:

- Department will send by e-mail the last two years of Dissertation topics undertaken by the previous batches to the current batch of students. Students are strictly advised to refrain from duplicating the same topic.
- In case of similar types of studies that of the previous batches, then the research gap presented in the current study must clearly mention the reference of the previous Dissertation.
- A minor change in topic is permitted by the department till the 20<sup>th</sup> of December of the concerned Academic year. No change in the topic will be entertained beyond that.
- **Attendance requirements to qualify for Dissertation submission to the department:** The student is expected to meet their guides regularly, for which a diary should be maintained to record the progress and attendance requirements (Refer Annexure 4). The students must meet his/her guide at least twice in a week. Also, during the Dissertation hours of the Time-Table, the student is expected to report to the Library to mark his/her attendance and a minimum of 75% attendance is mandatory to be eligible to submit the Dissertation to the department.
- The Dissertation must be made in the format provided by the department (Refer Annexure 5).
- **Plagiarism:** In case of any plagiarism, SJCC Research Code of Ethics Policy and Plagiarism Policy will be followed.  
(<https://sjcc.edu.in/sjccresearch/pdf/codeethicspolicy.pdf>)  
However, the plagiarism range of maximum up to 15 per cent is permitted with adequate references and citations.

## Annexure 1

## Format of SYNOPSIS REPORT

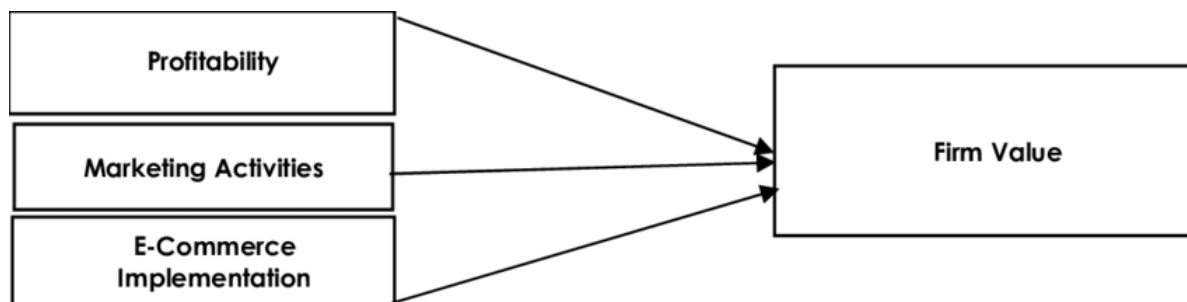
(The synopsis should give an overall outline of the proposed Dissertation work)

1. Cover Page (Refer Annexure 6)
2. Title- Title should clearly reflect the objectives of the study.
3. Introduction- It should contain brief general background of the selected topic.
4. Statement of the Problem- Here please state the importance of the study and its purpose. Brief about the developments in the area, emphasize the current status and importance of the research problem identified.
5. Review of Literature (*minimum 10*) - Review of Literature should present a critical appraisal of the previous work published in the literature pertaining to the topic of the study. The extent and emphasis of the Literature will depend on the nature of the study and based on the guide's instructions.
6. Objectives- Objectives should align with the statement of the problem and the Review of Literature. It should be stated in clear measurable terms (no ambiguity displayed).
7. Hypotheses (*Optional*)
8. Conceptual Framework- A conceptual framework illustrates what you expect to find through your research. **It defines the relevant independent and dependent variables for your study** and maps out how they might relate to each other. *As an option, you may construct a conceptual framework before you begin collecting data in a visual format (E.g. given)*

**E.g. Independent variables** - profitability, marketing activities and E-Commerce Implementation

**Dependent variable-** Firm value

### Conceptual Framework



**9. Methodology-**

- Location of the study- name and place where the research work will be conducted.
- Duration of the study
- Sample size
- Sampling Technique
- Method of Data collection
- Tentative Data Analysis techniques

**10. Chapterization (follow the Chapterization as in Annexure 5)****11. References- APA style only. (Refer the following website-  
<https://www.mybib.com/guides/apa-format>)**

## Annexure 2

**Format of  
FINALIZATION OF TOPIC**

From,  
Name of the student-  
Programme-  
Semester-  
Register No-

To,  
The Head,  
Post-Graduation Department,  
St. Joseph's College of Commerce (Autonomous),  
163, Brigade Road,  
Bangalore – 560 025.

**Confirmation of the Topic of Dissertation**

Respected Madam/Sir,

Details about the topic of my Dissertation is mentioned herewith

Topic [Title] \_\_\_\_\_

Guide [Name] \_\_\_\_\_

✓ Whether submitted a copy of the synopsis to the guide? YES/NO.

Thanking you

Yours faithfully

Student name and signature

Append by Guide with signature

**Annexure 3**

**Format of**

**CORRECTION COMPLETION CERTIFICATE**

This is to certify that \_\_\_\_\_ bearing Register  
no. \_\_\_\_\_ has incorporated the suggested changes from the Review Report in  
his/her Dissertation titled \_\_\_\_\_

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Name and signature of the Guide

**Annexure 4**

**ST. JOSEPH'S COLLEGE OF COMMERCE (Autonomous),**  
#163, Brigade Road, Bengaluru-560025

**DISSERTATION ATTENDANCE SHEET**

Name of the Student: \_\_\_\_\_ Reg. No.: \_\_\_\_\_

Name of the Guide: \_\_\_\_\_

Title of the Dissertation: \_\_\_\_\_

**Instructions:**

- Students must consult the guide at least 20 times in connection with the Dissertation and obtain his / her signature in the designated column.
- The meeting must be scheduled at least twice a week and spread equally over the entire semester.
- This sheet will be a part of the **Final Dissertation Report as an Annexure**.
- Regular hours in the Time-Table is allotted for Dissertation work to be carried out in the College Library. Attendance for the same will be strictly monitored.

Sl. No.	Date	Duration	Summary of Discussion	Signature of	
				Student	Guide



Sl. No.	Date	Duration	Summary of Discussion	Signature of	
				Student	Guide

## Annexure 5

## Format of THE DISSERTATION REPORT

### Preliminary Section

Cover Page/Title Page (Refer Annexure 6)  
 College Dissertation Certificate (*will be provided by the department before the Draft Dissertation Submission*)  
 Guide Certificate (*will be provided by the department before the Draft Dissertation Submission*)  
 Declaration (Refer Annexure 7)  
 Acknowledgment  
 Table of Contents  
 List of Tables  
 List of Figures

**Executive Summary** 1 - 2 pages

**Chapter I – Introduction** 10 - 12 pages  
 Theoretical Background  
 Subject Background  
 Industry Background

**Chapter II – Review of Literature** 10 - 15 pages  
 Research Studies/Empirical Studies  
*(At least twenty research articles should be reviewed on the topic both from national and international literature preferably from journals.)*

**Chapter III – Research Design** 10 - 12 pages

1. Statement of the Problem
2. Need and importance of the Study
3. Objectives of the Study
4. Hypothesis/ Hypotheses
5. Conceptual and Operational Definitions of Variables
6. Scope of the Study
7. Research Methodology
  - a. Type of Research – Exploratory, Descriptive (incl. Case Study), Causal, etc.
  - b. Type of Data – Primary and /or Secondary (incl. Expert Experience Survey)
  - c. Sources of Data

- d. Data Collection Instruments
- e. Sampling Design – Sample Description, Size, Technique
- f. Data Collection, Fieldwork
- g. Data Processing & Plan of Analysis incl. Hypothesis Testing
- 8. Limitations of the Study
- 9. Chapter Scheme (an Overview of the Chapters)

**Chapter IV – Analysis and Interpretation of Results** 15 – 20 pages  
*(Ensure to offer justification for the Analysis technique/s applied/used)*

**Chapter V – Summary of Findings, Conclusions and Suggestions** 5 – 10 pages

**Bibliography** pages as required  
*APA style only. (Refer the following website- <https://www.mybib.com/guides/apa-format>)*

**Annexures** pages as required  
*(Any documents from the department to be attached, Copies of Data Collection Instruments, Complex Tables, Glossary of Terms, etc.)*

### **Dissertation Report Writing Requirements**

1. The report should be in the third person (Passive Voice).
2. Abbreviated words should not be used (e.g. Examination should be written instead of Exams. Mathematics should be written instead of Maths etc.)
3. If the number is below 10, then it should be written in words (e.g. Two people were consulting and not 2 people were consulting)
4. Font size: Report heading should be 14 and running text size: 12.
5. Line spacing 1.5
6. Font Style: Times New Roman only.
7. Report should be hard bound form only. Spiral binding for the final Dissertation copy will not be accepted.
8. Students have to submit two Dissertation copies to the department.
9. A soft copy of the report on CD to be attached in the last page of the Report.
10. Strictly follow the layout of Cover Page/ Title Page (Annexure 6).
11. College Dissertation Certificate and Guide certificate will be issued from the PG office of the department.

Annexure 6

Format of

**LAYOUT OF THE COVER AND THE TITLE PAGE**

**“The problem / topic studied in UPPER CASE.”**

A Synopsis/Dissertation/Internship report in partial fulfillment of the requirement for M.Com (Finance &Taxation/Marketing &Analytics)/M.Com (International Business) of Bengaluru City University.

By  
Student Name  
Register number

Under the Guidance of  
Mr. /Ms. /Dr. ....

(The College emblem here)

Month & year

ST. JOSEPH’S COLLEGE OF COMMERCE (Autonomous)  
#163, Brigade Road, Bengaluru-560025, Karnataka, India.

**Annexure 7****Format of  
DECLARATION**

This is to certify that the Dissertation entitled “ \_\_\_\_(**Title in bold**)\_\_\_\_\_” submitted by me to St. Joseph’s College of Commerce(Autonomous), Bengaluru for the award of the degree of M.Com (Finance &Taxation/Marketing &Analytics)/M.Com (International Business) is an original research work carried out by me under the supervision of **Mr/Ms/Dr (Guide Name)**. The contents of this Dissertation, in full or in parts, have not been submitted to any other Institute or University for the award of any degree or diploma.

Bengaluru-560025

Date:

Signature of Research Scholar  
(Name)