

Common Mistakes Observed in Students' Proposals for Final Projects

Dear Students,

The following mistakes have been observed while evaluating students' proposals for final project. You are advised to read them and avoid committing these mistakes while preparing your proposal for final project.

Final Project Topic Submitted instead of Final Project's Proposal— Students are required to submit complete proposal for final project. Submission of only topic/title of final project is NOT acceptable. For example, mentioning and submitting only the project topic as "Comparison of Islamic and Conventional Banking" is not acceptable. Students are required to prepare complete final project's proposal on this topic.

Format of Proposal for Final Project not Followed— Format of proposal for final project is available in the "Downloads" section as well as "Lesson 05" of this course on VULMS. Make sure that final project's proposal should be prepared according to this format.

Final Project Submitted Instead of Project's Proposal— Students are NOT allowed to work on final project unless they have a valid proposal which is approved/accepted by their supervisor. Therefore, following final project format and submitting it as proposal is not acceptable. Format of proposal for final project should be followed for preparing proposal.

Selected Topic not Relevant to the Study Program— Selected topic should be in accordance with the study program. For example, The topic "Impact of Management Information System on Organization's Efficiency" is not relevant as it is more related to the students who are enrolled in Masters in MIS study program.

Scope of Topic too Broad/Narrow to Study— Scope of the selected topic should neither be too broad nor too narrowed to study. It should be balanced keeping in view the core interest within the broad area selected for the study. Further, it should be achievable within the allocated time i.e. as per the "Course Calendar" available in the Course Overview section of this course on VULMS.

For example, the topic "Financial Statement Analysis of Companies Listed in the Sugar Sector of KSE" is not suitable as its scope is very broad and it cannot be completed within the allocated time. Therefore, it should be narrowed down to "Financial Statement Analysis of ABC and XYZ Company from Sugar Sector of KSE".

Lacking Harmony between Project's Objectives and Title/Topic— Objectives of the final project should be aligned with the final project's topic. These should be synchronized. For example, for the project of "Feasibility Report on a Day Care Center"; mentioning that "Objective of this project will be to determine how many day care centers are working in Pakistan" is not at all acceptable. The possible objectives on this topic can be to determine:

- ❖ Whether a day care center should be opened in the selected area or not as per the market analysis

- ❖ Whether it is profitable to open a day care center in the selected area as per the analysis using capital budgeting techniques

Ambiguous and Open-ended Objectives for the Study— Objectives of the study must be rational and should state what is required to be achieved from the study. These should not be open-ended and there should be no ambiguity with respect to the outcomes of the study.

For example, for the project on of “Comparison of Islamic and Conventional Banking”, mentioning objective as “It at aimed in determining the differences between the two banking systems” is not suitable. It is open-ended and so should be further explained. The possible objectives on this topic can be:

- To know the difference between Islamic and Conventional Banking by way of differentiation in
 - ❖ Policies
 - ❖ Products
 - ❖ Documentation requirements
 - ❖ Customers’ perception (as a result of previous studies conducted on this study)

Not Mentioning the Subject /Organization(s) under the Study— The subject matter/organization(s) for the study should be selected and mentioned in your proposal. For example, for the topic of “Economy, Industry and Company Analysis”, students are required to select an organization on which they want to conduct EIC analysis and brief introduction of that organization along with reasons of selecting it **MUST** be mentioned in the proposal.

Mixing Significance of the Study with the Introduction of the Project’s Topic— Significance should state that how doing final project on the selected topic will benefit you as well as the stakeholders of the study. Further, it should state that how it will add value to the existing studies i.e. its uniqueness. Introduction of the final project in this section is not required.

Mentioning Contents in the Project Proceeding Section — Project proceeding section of the final proposal should **ONLY** state the main headings and sub headings that your final project will comprise. Detail information should **NOT** be mentioned in the final project’s proposal.

Copying Material from Various Sources— Copying material from internet websites, manuals, brochures, blogs, etc. is not allowed. Copied work will be completely rejected without any consideration and shall be strictly dealt as per Clause # 01 of **ZERO TOLERANCE POLICY** given below:

ZERO TOLERANCE POLICY

1. Virtual University has Zero Tolerance Policy for plagiarized work. Such cases are dealt very strictly as per HEC rules.
2. Submission of any fake/forged documents is a crime which shall **NOT** be excused under any circumstances.

Omitting the Provision of References as per APA Format--- APA format should be used for writing the bibliography or references. APA style specifies the names and order of headings, formatting, and organization of citations and references, and the arrangement of tables, figures, footnotes, and appendices, as well as other manuscript and documentation features.

A document has been uploaded in the Downloads section of this course regarding APA format.

This document will guide about how to write references in APA format.