

Common Mistakes Observed in Students' Proposal for Final Project

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 Only Instead of Complete Proposal for Final Project— 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 **“Ratio Analysis of Banking Companies”** or **“Z-Score Analysis”** is not acceptable. Students are required to prepare complete proposal for final project on this topic.

Format of Proposal for Final Project not Followed— Format of proposal for final project is different from the final project format. The 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 proposal for final project is according to this format.

Final Project Submitted Instead of Final Project's Proposal— Students are NOT allowed to work on final project unless they have a valid proposal which is approved/accepted by their assigned supervisors. 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.

Lacking Harmony between Final Project's Objectives and Title/Topic— Objectives of the project should be aligned with the final project's topic. These should be synchronized. For this purpose sample objectives are given in the relevant topic's project format file available in the “Downloads” section as well as “Lesson 05” of this course on VULMS.

Not Mentioning the Subject /Organization(s) under the Study— The subject matter/organization(s) for the study should be selected (as per the requirement of the topic) and these should be mentioned in your proposal.

For example, for the topic of **“Ratio Analysis of Banking Companies”**, students are required to select specified number of organizations on which they want to conduct analysis with brief introduction of those organizations.

Mixing Introduction of Selected Companies with Description of Final Project Topic--- Description of project topic should describe your selected final project topic and state what this project is all about? Here you are not required to provide introduction of selected organizations.

Mixing Significance of the Study with the Introduction of the Final Project's Topic— Significance should state that how doing project on the selected topic will benefit you as well as the stakeholders (management, prospective investors, shareholders, creditors etc.) of the study. Introduction about the project topic or selected organizations is not required in this section.

Mentioning Contents in the Project Proceeding Section — Project proceeding section of the final project's 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 Any Material from Various Sources— Copying any material from internet, manuals, books, 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.