

**Anekant Education Society's
TULJARAM CHATURCHAND COLLEGE
BARAMATI, Dist. Pune**

Manual For Field Project

**PG First Year Students (Semester II)
Under
NEP 2020 (2023 Pattern)**

2024-25

Anekant Education Society's
Tuljaram Chaturchand College, Baramati

Guidelines for Field Project (FP)

PG (Year-I Semester-II)

In NEP 2020 (2023 Pattern) we are offering to PG (First Year-second Semester) students **Field Project (FP) / On Job Training (OJT)** for **FOUR (4)** credits i.e. **100 Marks**. **Students can choose either FP or OJT**. The total time allocation for the student to carry out field project is **120 hours**. The actual field work should be carried out after college hours or on holidays or during summer vacation.

To carry out the field project work following guidelines should be used:

1. Field-based learning: Students should participate in field-based learning/projects under the supervision of faculty.
2. A minimum of **30 hours of learning per credit** in a semester is required.
3. Assignment of project topics to individual student or groups of students (2 or 3 students in one group/ Commerce faculty can have 5 students per group) and one faculty member from the department will act as GUIDE for the student or group of students.
4. Preparation of a questionnaire (20 -30 questions or more) (in Marathi or English) related to their project topic. If the project is related to work that does not involve SURVEY work, then the questionnaire part can be replaced accordingly (e.g. Sample collection/Data collection).
5. The departmental coordinator/guide should check the questions and finalize the questionnaire. The question that may create unnecessary complications should be avoided. The questions should be qualitative as well as quantitative.
6. Students should go to their chosen field with the questionnaire and collect the information regarding the questions asked to the concerned people or collect samples/data. Collect as much information/samples/Data as possible by collecting 25 or more questionnaires/samples/related data. The more the data, the better it will be for analysis.
7. The student should compile all the relevant data and carry out its analysis.
8. Write a project report in the standard format (2 Copies): Index, Chapter-1, Chapter-2, Conclusion, References etc. The report should mention the clear **OUTPUT** drawn from the study. The typed project report should have minimum 25 pages (excluding Title, Certificate, Index, Acknowledgement etc. pages) in Times New Roman with font size 12 and line spacing of 1.5.
9. Submit the project report with the Guide's signature to the department (To the Departmental FP coordinator).
10. The Oral presentation for all the projects in the department should be arranged in the department. To evaluate the project, TWO examiners should be appointed by HoD (The details about appointment of examiners, weightage to internal and external marks etc. will be provided by examination section).
11. The total project work including preparation of questionnaire to oral presentation should be evaluated for 4 credits (100 Marks). The details about the allocation of time, marks and scheme of examination for field project is given in Table. The departmental FP coordinator/PG coordinator/HoD should submit the marks as per regular procedure to the examination section.

12. Since it is a compulsory subject in our syllabus, passing students in this **field project** is **MUST** to complete their degree.

Typical Time and marks allocation for the different stages of the field project is:

Step of Project	Individual students work in hours	Marks
Topic Selection	05	05
Study Design and Survey preparation	30	20
Fieldwork	40	25
Analysis	20	10
Report writing	25	20
Oral Presentation		20
Total	120	100

Letter to Field Project providing organization for inclusion of students format

College Letter Head

To,

Subject :- Request for inclusion of students of our college for Field Project Program...

Madam / Sir,

Tuljaram Chaturchand College, Baramati has introduced 'Field Project' for First Year Post Graduate Students in its revised syllabus.

The purpose of the Field Project program is to provide hands-on training and experience to the students about various aspects of activities related to their field of studies. The Field Project will also enhance employability of students.

In view of this, I request you to provide following students of our college (List enclosed) with an opportunity for Field Project in your esteemed organization.

We look forward to a mutually rewarding academic association with your organization.

Thank you.

Sincerely,

**Departmental Coordinator,
Field Project Program**

HoD

Principal

UNDERTAKING FROM STUDENT

1. Name of the Student :
2. Class :
3. Division and Roll Number :
4. Present address :
5. Permanent address :
6. Contact Number :
7. Contact Number (Parent) :
8. Email ID :

To,
The Principal,
Tuljaram Chaturchand College, Baramati

Sub : Undertaking

Respected Sir,

I am studying in semester II of I am going to join -----
(Name of the organisation) for my 120 hours Field Project program during -----to-----.

I assure that I will follow all the rules and instruction issued by the Field Project Field Project providing organization. I will be responsible for my behavior and performance during the Field Project period.

Thank you.

Yours obediently,

(Name & Signature of parent)

(Name & signature of the student)

Date :

UNDERTAKING FROM STUDENT

To,

Subject : Undertaking

Respected Madam / Sir,

I am a student of TULJARAM CHATURCHAND COLLEGE OF ARTS, SCIENCE AND COMMERCE COLLEGE, BARAMATI. I am studying in semester II of ----- . I am going to join your esteemed organization for my 120 hours Field Project program from ----- to -----.

I assure that I will follow all the rules and instruction issued by you. I will be solely responsible for my behavior and performance during the Field Project period.

I will not disclose any information that is made available to me to anyone during or after the Field Project period.

I assure you that I will do my best and the Field Project opportunity provided to me will be a mutually rewarding experience.

Thanking you.

Yours sincerely,

Date :

Place :

(Name & signature of the student)

Letter Head of the Field Project Provider Organization (if available)

Log sheet of work performed during Field Project

- 1. Name of the Student :**
- 2. Name of the College :**
- 3. Division and Roll Number :**
- 4. Address :**
- 5. Contact Number :**
- 6. Email ID :**
- 7. Special Subject :**
- 8. Field Project start date :**
- 9. Field Project end date :**

Log Sheet of Work Performed During Field Project

[illegible]

Certified that ----- (Name of the student) has satisfactorily completed the Field Project assigned to him.

**Name &
signature of manager**

**Name &
Signature of supervisor**

**Name &
Signature of section in-charge**

Date :



Or Name and Signature of GUIDE

Field Project Completion Certificate

Letter Head of the Field Project Provider Organization or Guide

To,
The Principal,
Tuljaram Chaturchand College,
Baramati

Subject: Field Project Completion Certificate

Dear Madam/ Sir,

I am happy to inform you that following students of your college have successfully completed the '120 Hours Field Project Program' in this organization.

Sr. No.	Name of the student	Roll No.	Aadhar No.	PG Class
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

These students have been provided with adequate exposure and necessary hands- on training pertaining to their special subject.

I am confident that these students will perform effectively in similar type of organizations.

I wish them every success in future endeavors.

Thank you.

Sincerely,



Name & Signature (Authorised Signatory)

Or Guide

FEEDBACK FROM FIELD PROJECT PROVIDER ORGANIZATION/GUIDE

Dear Madam/ Sir,

Please provide your valuable feedback about the performance of the student on following parameters. Your feedback will enable us to make necessary changes in the Field Project process. Thank you.

Departmental Coordinator- Field Project Program

Field Project Program feedback form

Sr. No.	Particulars	Details
1)	Name of the Supervisor/ Officer	:
2)	Department	:
3)	Designation	:
4)	Name of the Student	:
5)	Name of the College	:
6)	Roll Number	:
7)	Special Subject	:

Part – A – Individual Ranking (Please tick the suitable checkbox)

No.	Parameter for feedback	Excellent	Very Good	Good	Satisfactory	Needs improvement
1)	Domain Knowledge					
2)	Communication Skills					
3)	Punctuality & Dedication					
4)	Ability to work in teams					
5)	Problem solving skills					
6)	Quality of work done					
7)	Effectiveness					
8)	Efficiency					
9)	Ability to take Initiative					
10)	Positive attitude					
11)	Appearance					
12)	Using full potential at work					
13)	Work habits					
14)	Honesty & Integrity					
15)	Creativity					

Part B – SWOC analysis of the student (Please mention below the strengths and weaknesses of the student and the areas for improvement)

Part C – Suggestions to make the Field Project program more productive and effective.

1. -----
2. -----
3. -----

Part D – Changes required in the curriculum to improve employability of students.

1. -----
2. -----
3. -----

Name, Designation and Signature of the

Supervisor / Reviewing Officer/Guide :

Place of Review :

Date of Review :



STUDENT FEEDBACK FORM

1. Name of the Student :
2. Class :
3. Division and Roll Number :
4. Present address :
5. Contact Number :
6. Email ID :

Please provide your rating about following aspects pertaining to your Field Project Experience on the scale of 10; where 10 means strongly agree and 0 means do not agree at all.

Sr. No.	Parameter	Response
1.	The pre-Field Project training provided by the college was very useful	
2.	I was properly introduced to the task assigned to me in the organization	
3.	I was given proper guidance to carry out my responsibility	
4.	My supervisor / officer was very cooperative and supportive	
5.	I found my task interesting and worth learning	
6.	My supervisor / officer addressed to my queries/ doubts quickly	
7.	I received due respect from my colleagues in the organization	
8.	The contents of the syllabus match with the practical work	
9.	The knowledge that I gained in the college was useful to carry out Field Project program in a satisfactory manner	
10.	The Field Project Program is very useful to enrich my knowledge	

Please give your suggestions to make the Field Project program more productive and effective.

1. -----
2. -----
3. -----

Please give your overall feedback about your experience during the Field Project (Not mentioned above).

Signature & Name of the student with date