

NOTIFICATION

Sub: Decentralization of submission and Evaluation of Synopsis of the course MCOP-001: Project for Master of commerce (M.Com and M.Com online) Programmes.

Consequent upon approval of Academic Council Standing Committee in its 59th meeting held on 30th November, 2022 and subsequent approval of the Academic Council in its 79th meeting held on December 2022 on the above mentioned subject. The submission and evaluation of Synopsis for the Project (MCOP-001) for M.Com programmes (Both ODL and online) shall be conducted at the respective Regional Centres in a decentralized manner.

The detailed procedure of submission and evaluation of synopsis for the MCOP-001 shall be as follows:

1. Submission of Project Synopsis: Project Synopsis will be prepared by the learners in consultation with the guide. It must have the following components:

- Filled in proforma of Project Proposal (Synopsis) duly signed by the student and the guide with date.
- Bio-data of the Guide- A detailed bio-data of the guide duly signed, in original, by the guide along with date.

The **bio-data of the guide** must have the following information :

- Name and Date of Birth of the guide.
- Full Address and contact numbers of residence and current work place.
- Detailed Educational Qualifications – clearly mentioning the Degrees (with specialisation), name and address of the University/Institution and the year of award of degree/qualification, along with percentage of marks obtained.
- Detailed work experience, stated clearly in chronological order having details of the designation, period, name and contactable address of the organisations.
- Any other information relevant for assessment of the eligibility of the guide. You may also attach current business card of the proposed guide.

Once the synopsis is ready in the prescribed format, learners will submit the Project Synopsis along with the Bio-data of the guide to :

The Regional Director (of their Respective Regional Centre / designated RC)

The synopsis can be submitted either through post, in person or designated email ids/ links provided by the concerned RC. The RCs are to assign a unique identification number to each learner synopsis, which could be used as reference for further correspondence.

2. Eligibility criteria for supervisor (Guide) and Synopsis Evaluators: The Eligibility Criteria for supervisor and synopsis evaluators is as follows:

- Commerce Faculty in the School of Management Studies at Headquarters.
- All approved academic counsellors of the M.Com Programme having relevant experiences at the study centres are recognized as supervisors for guiding project.
- Commerce/Management Faculty having 5 years of PG teaching experience/Professionals holding Masters' degree in Commerce or allied disciplines having a minimum of 5 years of experience in the relevant area. However, if the learner chooses to identify his/her own guide, then the bio-data of proposed guide is to be attached along with synopsis for approval.
- A list of supervisors available with the coordinator of Study Center/ Regional Center for MBA Projects may also be used for the Project Course (MCOP-001) for M.com Programmes (both ODL and Online)

3. Feedback/ Communication to learners: After the project synopsis is evaluated, written communication regarding the **Approval / Non-approval** of the project proposal will be sent to the learner within two/three months of the receipt of the proposal in the Regional Center.

In case the proposed guide is not approved by the synopsis evaluator, the student will change the guide and submit the project proposal afresh with the signature of the new guide, and it will be considered as a new proposal.

Similarly, if a student wants to change his/her guide for any reason, s/he would be required to submit the project proposal along with the signature of the new guide on a new project proposal proforma, and it would be considered as a new proposal.

4. Resubmission of Project Synopsis: In case of **Non-Approval** of the synopsis the comments/suggestions for reformulating the project Synopsis will be communicated to the student.

In such case, the revised project synopsis shall be submitted along with fresh project Synopsis proforma and a copy of the rejected proposal synopsis bearing the comments of the evaluator and Project Proposal Number (PP. No) allotted by the Regional Centre.

5. Evaluation of Synopsis: The timelines for completion of the evaluation process may be one and half months. The respective RCs shall send the synopses to the evaluators. The concerned Regional Centres shall make necessary arrangements to get the synopsis evaluated by the empanelled evaluators of the synopsis. The evaluated synopsis will be returned to the learners within the stipulated time by the RCs.