

CHRIST
(Deemed to be university)
Department of International Studies and History

**Guidelines for Preparation of MAIS Synopsis and Dissertation
2018-19**

Course Code: MAIS 445

Course Name: Dissertation (optional)

During the third semester students can take dissertation as optional and they need to register separately at the University. They have to submit a dissertation proposal (synopsis) of minimum length of 3500 words which will cover the entire research design including the statement of the problem, review of literature, methodology and a detailed bibliography. Following this, students are expected to collect data, analyse the data and prepare the report in the form of a dissertation which needs to be submitted by the end of the IV semester.

This paper will not have an examination but evaluation will take place through the assessment of the dissertation and the presentations made by the student through the Dissertation Colloquia. :

General Guidelines:

1. Students should prepare a detailed proposal of the area they intend to develop as their Dissertation
2. Discuss the proposal with any of the faculty from the department according to the research topic and submit the completed proposal to the department by **31 July**.
3. They will have to make a presentation of the proposal before the entire faculty by **last week of August**, subsequently their dissertation title and guide will be formalised.
4. The topics of dissertation finalized and approved in the faculty meeting will be released immediately.
5. Once the topic is finalized and approved in the faculty meeting it cannot be altered or changed either by the Guide or by the student.
6. Students will have to set up weekly meetings with their guides to discuss their dissertations and progress made
8. Guides will have their wards co-sign the drafts to ensure timely submission and compliance with the timeline given.
9. All the dates given are fixed and non-adherence will result in loss of marks
10. The Dissertation will be run through plagiarism test to ensure academic honesty
11. Plagiarism will not be tolerated and will be dealt with strictly (Less than 20% of plagiarism permitted)

Important dates connected with Dissertation:

1. Final submission of the proposal to the department –**July 31, 2018**
2. Presentation of Synopsis **August 27, 2018**

3. Submission of **Chapter 1-September 20, 2018**
4. Submission of **Chapter 2- November 24, 2018**
5. Submission of **Chapter 3- December 20, 2018**
6. Submission of **Chapter 4- January 9, 2019**
7. **Colloquium – II (Presentation of the Study) January 31, 2019**
8. **Final Submission of Dissertation February 28, 2019 (Final hard bound copy)**
9. **External Viva- 2nd week of March, 2019 (tentative)**

Valuation Pattern for Dissertation

Colloquium – I Presentation of Synopsis (Aug 28, 2018)

Parameter	Marks (25)
Focus & Framework of the study	5
Statement of the Problem (including Research Questions and/or Hypothesis, Research objectives)	10
Review of Literature	10

Colloquium – II Presentation of the Study (31 Jan, 2019)

Parameter	Marks (25)
Conceptual or Theoretical Framework	10
Methodology including sources of data	5
Flow of the Study (Chapters)	10

Final Viva (2nd Week of March 2019)

Parameter	Marks (30)
Content	10
Defence	10
Significance of the Study	05
Findings	05

Continuous Progress Assessment (by the concerned guides)

Parameter	Marks (20)
Regularity	10
Meeting deadlines	05
Overall quality of the study	05

Dissertation Draft Submission Guidelines

The students are expected to submit drafts of each chapter in their dissertation for correction. It is the sole responsibility of the student to submit the drafts to the research guide in the department and get the corrected version back on the dates suggested by the guide. The students and guides will co-sign approved drafts. The students have to carry their corrected drafts for subsequent meetings with their guides to ensure that corrections have been made.

Chapter Submission beyond deadline will be penalised. Students will lose 5% marks for the first three-chapter late submission. If the 4th chapter submission is also delayed, registration for dissertation will be cancelled.

The final complete approved draft has to be submitted to the co-ordinator with forwarding remarks by the guide as per schedule.

Dissertation Submission Guidelines

The completed dissertation must be submitted on specified date duly signed by the research guide. No student will be allowed to submit the dissertation without the signature of the research guide.

Viva:

The final viva will be conducted by a panel of external faculty members. The student will be expected to present the major findings and implications of the study and defend the study.

Publication Guidelines

To enhance the commitment and interest of the students towards research/dissertation work, they are also encouraged to publish a paper developed out of their dissertation. It is possible in the following ways:

1. the student can individually publish the dissertation after getting the consent of the research guide in written form
2. the research guide (individually or jointly with his/her colleague) can publish the dissertation after getting the consent of the student in written form
3. the research guide and the student can also jointly publish the same

In all cases, it should be mentioned that the views expressed are only that of the researchers and not that of the institution to which the dissertation is submitted.

Meeting Format between student and guide

Date	Name of the student	Purpose	Remark	Student signature

ANNEXURE 1

Synopsis Submission Guidelines

The synopsis for the Dissertation will be undertaken during the III semester. A hard copy of the same is to be submitted to the department **by 31 July 2018**. The Proposal to be submitted to the department has to have an approval note forwarding it from the concerned Guides.

The guidelines for the printed Synopsis are given below:

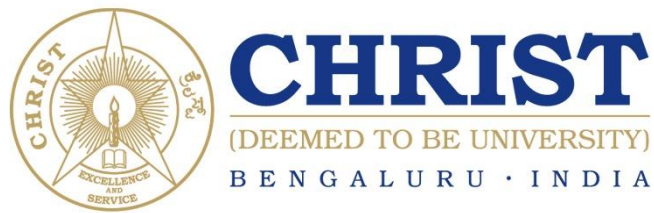
- Printed on both sides
- Font: Times New Roman, Size 12
- Space: 1.5 spacing between lines
Margins: 1 inch on all sides except for the inner margins which are 1.5 inches
- Page numbers on the bottom centre of each page
- Contents:
 - Cover Page (Format given below)
 - Table of Contents
 - Introduction
 - Objectives of the Study
 - Review of Literature highlighting research gap
 - Statement of the problem
 - Hypotheses (optional)
 - Research questions
 - Scope of the study
 - Research Methodology
 - Sources of Data
 - Tentative Chapter Scheme
 - Select Bibliography (APA 6th Edition)
- These areas have to be presented under separate headings

TITLE

RESEARCH PROPOSAL SUBMITTED
TO
CHRIST UNIVERSITY, BANGALORE
IN PARTIAL FULFILLMENT OF THE AWARD OF THE DEGREE OF
MASTER OF ARTS IN INTERNATIONAL STUDIES

BY
[NAME]
REGISTER NUMBER:

RESEARCH GUIDE
[NAME]



DEPARTMENT OF INTERNATIONAL STUDIES AND HISTORY

CHRIST (DEEMED TO BE UNIVERSITY), BANGALORE

2016-18

ANNEXURE 2

Colloquia Guidelines

COLLOQUIUM 1

Colloquium 1& II will be a formal presentation during the dissertation hour. (May include the dissertation guide and other faculty members).

The presentation will include the following:

Colloquium – I (Presentation of Synopsis) (27Aug, 2018)

Parameter	Marks (25)
Focus & Framework of the study	5
Statement of the Problem (including Research Questions and/or Hypothesis, Research objectives)	10
Review of Literature*	10

* Minimum of 10 references in the review of literature (Main books and articles from journals only, newspaper articles and other media are outside of the required 10)
Emphasis should be on contemporary literature with at least 30% of the references being post 2000. Exceptions can be made in consultation with the guide
Review to be presented in a thematic format. For eg. India Pakistan Relation since 9/11. First theme is political relation, second theme can be Terrorism as a factor in India Pakistan Relations, another theme as Kashmir as a factor etc. Theme is basically the focus of the study for the dissertation.

Colloquium – II (Presentation of the Study)*(31 Jan 2019)

Parameter	Marks (25)
Conceptual or Theoretical Framework	10
Methodology including sources of data	5
Flow of the Study (Chapters)	10

- *1. Time for presentation-Each student 20minutes.
- 2. Expected to present the major findings and implications of the study
- 3. Defend the study in totality.

ANNEXURE 3

The final dissertation has to adhere to the established guidelines for academic honesty. All the students will use the Chicago style of citation (16th edition) for their references and citations in the Dissertation. All other details are given below:

Organization of the Dissertation:

Part I -General

1. Title page
2. Declaration by the Student (signed)
3. Certificate by the Research Guide (signed)
4. Acknowledgement
5. Table of contents
6. Table of Figures and Tables

Part II –Chapters

7. Introduction
8. Analytical Part (this can be either one or divided into various chapters based on the objectives/relevance)
9. Conclusion
10. Endnotes (if any)
11. References (of all the citations in alphabetical order) at the end of every chapter (APA 6th Edition)

Part III – Final Part

12. Bibliography (Alphabetical APA 6th Edition style)
13. Appendix (interview schedule/questionnaire used, additional statistics/any other necessary details)

1. ORGANISATION OF THE DISSERTATION

The dissertation shall be presented in a number of *chapters*, *starting* with Introduction and ending with Conclusions. Each of the other chapters will have precise title reflecting the contents of the chapter. A chapter can be subdivided into *sections*, *sub-sections* and *sub-sub-section* so as to present the content discretely and with due emphasis.

1.1 Introduction

The title of Chapter 1 shall be Introduction. It shall justify and highlight the problem poser and define the topic and the aim and scope of the work presented in the dissertation. It may also highlight the significant contributions from the investigation.

1.2 Review of Literature

This shall normally form the Chapter 2 and shall present a critical appraisal of the previous work published in the literature pertaining to the topic of the investigation. The extent and emphasis of the chapter shall depend on the nature of the investigation.

1.3 Chapter scheme

There must be minimum two core chapters, and introduction and conclusion in the dissertation work. The structure of the chapters are required to be divided with numerical subtitles and there is a progression towards the final argument of your thesis. At the end of the Chapter, list (alphabetically) the complete references for all the in-text citations in the chapter. End notes (if any) need to be placed before references.

1.4 Conclusions and suggestions

This will be the final chapter of the dissertation. A brief report of the work carried out shall form the first part of the Chapter. Conclusions derived from the logical analysis presented in the core chapters shall be presented and clearly enumerated.

1.5 Appendix (optional)

Detailed information, lengthy derivations, raw experimental observations etc. are to be presented in the separate appendices, which shall be numbered in Roman Capitals (e.g. 'Appendix IV'). Since reference can be drawn to published/unpublished literature in the appendices these should precede the 'Reference' section.

1.6 References

The candidates shall follow the style of citation and style of Chicago 16th edition.

Single spacing should be used for typing references.

1. ARRANGEMENT OF THE CONTENTS OF THE THESIS

The sequence in which the Thesis material should be arranged and bound as follows:

1. Title page
2. Dedication sheet (OPTIONAL)
3. DISSERTATION APPROVAL FOR MAIS (Title in Upper Case)
4. DECLARATION (Title in Upper case)
5. CERTIFICATE (Title in Upper Case)
6. ABSTRACT (Title in Upper Case)

7. ACKNOWLEDGEMENT (Title in Upper Case)
8. TABLE OF CONTENT (Title in Upper Case)
9. LIST OF TABLES (Title in Upper Case) (only if tables are incorporated)
10. LIST OF FIGURES (Title in Upper Case) (only if figures are incorporated)
11. LIST OF ABBREVIATIONS (Title in Upper Case)
12. Chapters
 - End notes
 - References for cited works at the end of the chapter (APA 6th Edition)
13. Appendices
14. Bibliography (APA 6th Edition)
- .

2. DISSERTATION FORMAT

Font: Times New Roman 12 point for the main text, justified
Times New Roman 12 points for Headings, centred

Margins: 1 inch on all sides other than the inner margins which are 1.5 inches (Use Mirrored Margin)

Page numbers: Bottom of the page, centred
Roman number for Part I
Arabic numbers for Part II

Printing: Single side for Part I
Back to back for Part II

Paper Quality

The dissertation shall be printed or photocopied on white bond paper, whiteness 95% or above, weight 80 gram or more per square meter.

Paper Size

The size of the paper shall be standard A4; height 297 mm, and width 210 mm.

Type-Setting, Text Processing

The text shall be printed employing LaserJet or Inkjet printer, the text having been processed using a standard text processor.

Pagination

Page numbering in the text of the dissertation shall be Hindu-Arabic numerals at the center of the footer. Page number '1' for the first page of the Introduction chapter shall not appear in print, only the second page will bear the number '2'.

The subsequent chapters shall begin on a fresh page. Pagination for pages before the Introduction chapter shall be in lower case Roman numerals, e.g., 'iv'. Page number shall appear 20 mm from below.

Paragraph format

Vertical space between paragraphs shall be about 1.5 line spacing.
The first line of each paragraph should normally be indented by 15 mm.

A paragraph should normally comprise more than one line. A single line of a paragraph shall not be left at the top or bottom of a page (that is, no windows or orphans should be left).

The word at the right end of the first line of a page or paragraph should, as far as possible, not be hyphenated.

Chapter and Section format

Chapter

Each chapter shall begin on a fresh page with an additional top margin of about 15 mm (15 + 30 mm = 45 mm from the top). Chapter number (in Hindu- Arabic) and title shall be printed at the centre of the line in 6 mm font size (18 pt) in bold face **using both upper and lower case** (all capitals or small capitals shall not be used).

The format for typing Chapter heading is explained by the following illustrative example.

Chapter heading:

Chapter 1

Introduction

The word Chapter without punctuation should be centred 45 mm down from the top of the page. Two spaces below, the title of the chapter should be typed centrally using both upper and lower case capital letters. The text should commence 4 spaces below this title, the first letter of the text starting 15 mm inside from the left hand margin.

Sections and Sub- sections

A chapter can be divided into Sections, Sub-sections and Sub-sub-sections so as to present different concepts separately. Sections and sub-sections can be numbered using decimal points, e.g., 2.2 for the second Section in Chapter 2 and 2.3.4 for the fourth Sub-section in third Section of Chapter 2. Chapters, Sections and Sub-Sections shall be included in the *Contents* with page numbers flushed to the right. Further subsections need not be numbered or included in the contents.

The Sections and Sub-sections titles along with their numbers in 5 and 4 mm (16 and 14 pt) fonts, respectively, in bold face shall be flushed to the left (not centred). The typed material directly below division or sub-division heading should commence 2 spaces below it and should be offset 15 mm from the left hand margin.

Table / Figure Format (optional)

As far as possible, tables and figures should be presented in portrait style. Small size table and figures (less than half of writing area of a page) should be incorporated within the text, while larger ones may be presented in separate pages. Table and figures shall be numbered chapter-wise. For example, the fourth figure in Chapter 5 will bear the number Figure 5.4 or *Fig.5.4*

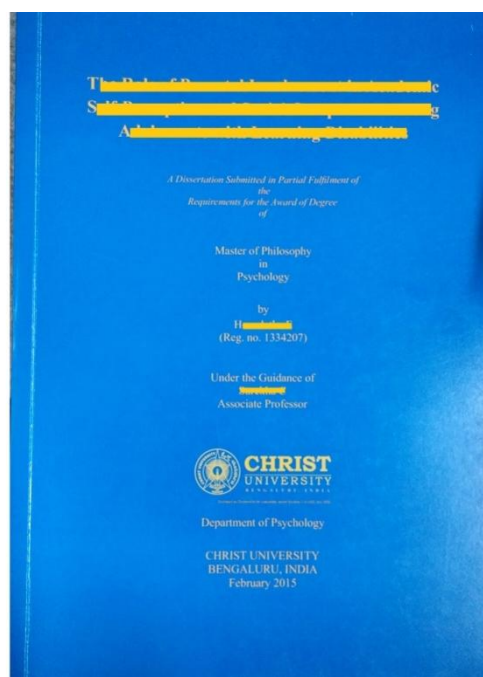
Table number and title will be placed above the table while the figure number and caption will be located below the figure. Reference for Table and Figures reproduced from elsewhere shall be cited in the last and separate line in the table and figure caption, e.g. (after McGregor [12]).

ANNEXURE 4

FORMATS

3.1 Binding

The MA dissertation shall be soft bound in Blue colour 270 GSM Board with Golden Yellow letters.



3.2 Front Cover

The front cover shall contain the following details:

Full title of dissertation in 6 mm 22 points size font properly centred and positioned at the top.

Full name of the candidate in 4.5 mm 15 points size font properly centred at the middle of the page.

A 40 mm dia replica of the Institute emblem followed by the name of the Department, name of the Institute and the year of submission, each in a separate line and properly centred and located at the bottom of the page.

3.2.1 Lettering

All lettering shall be in White.

3.2.2 Bound back

The degree, the name of the candidate and the year of submission shall also be embossed on the bound (side) in gold yellow letters.

3.3 Blank sheets

In addition to the white sheets (binding requirement) **two white sheets** shall be put at the beginning and end of the dissertation.

3.4 Title sheet

This shall be the first printed page of the dissertation and shall contain the submission statement:

the Dissertation submitted in partial fulfilment of the requirements of the Degree, MAIS; the name and Roll No. Of the candidate, name(s) of the supervisor and co-supervisor(s) (if any), Department, Institute and year of submission (sample enclosed).

3.5 Dedication sheet (**optional**)

If the candidate so desires (s)he may dedicate his/her dissertation, which statement shall follow the title page. If included, this shall form the page 1 of the auxiliary sheets but shall not have page number.

3.6 Approval sheet

In the absence of a dedication sheet this will form the first page and in that case shall not have a page number. Otherwise this will bear the number two in Roman lower case ‘ ii ‘ at the centre of the footer. The top line shall be Dissertation Approval for MAIS (Sample copy of the approval sheet is appended).

3.7 Declaration sheet (Refer attached sample)

3.8 Certificate Page (Refer attached sample)

3.9 Course work sheet

As the quantum of courses taken by a candidate is different for different postgraduate degrees, a statement of the courses taken with assigned credits is to be included after the approval sheet. (This should be provided by the Academic office in a standard format).

3.10 Abstract

The 500 word abstract shall highlight the important features of the dissertation and shall correspond to the electronic version to be submitted to the Library for inclusion in the website. The *Abstract* in the dissertation, however, shall have two more parts, namely, the layout of the dissertation giving a brief chapter -wise description of the work and the key words.

3.11 Acknowledgements

The acknowledgements by the candidate

3.12 Table of Contents

The contents shall follow the Acknowledgement and shall enlist the titles of the chapters, section and sub-section using decimal notation, as in the text, with corresponding page number against them, flushed to the right. (Refer attached sample)

3.12.1 List of Figures and Tables (Only if incorporated)

Two separate lists of Figure caption and Table titles along with their numbers and corresponding page numbers against them shall follow the Table of Contents.

3.12.2 Abbreviation

A complete and comprehensive list of all abbreviations shall be provided. As far as possible generally accepted symbols and notation should be used (Refer attached sample).

Auxiliary page from dedication (if any) to abbreviations shall be numbered using Roman numerals in lower case, while the text starting from the Introduction shall be in Hindu-Arabic. **(The first pages in both the cases shall not bear a page number).**

Cover page (outer cover - Golden yellow print on Blue background)

Title

(6 mm 22 points size font centred)

*A Dissertation Submitted in Partial Fulfilment of the
Requirements for the Award of the Degree of*

(3 mm 12 points size font Italics centred)

Master of Arts

(3 mm 14 points size font centred)

by

Full Name of the Candidate

(Reg. No.....)

(3 mm 14 points size font centred)

Under the Guidance of

Full Name of the Guide

Designation

(3 mm 14 points size font centred)



CHRIST
(DEEMED TO BE UNIVERSITY)
B E N G A L U R U · I N D I A

(University Logo - 40 mm height)

Department of International Studies and History

(Department of/School of/Institute of - 3 mm 14 points size font centred)

CHRIST UNIVERSITY
BENGALURU, INDIA

Month Year

(Ex: March 2018)

Approval Sheet

Approval of Dissertation

Dissertation entitled
..... (Title Name) by (Author's Name),
Reg. No. is approved for the award of the degree of..... in
..... (Subject Name)

Examiners:

1. _____
2. _____
3. _____

Supervisor(s):

Chairman:

Date: _____

(Seal)

Place: Bengaluru

Declaration

DECLARATION

I (Name of the candidate) hereby declare that the dissertation, titled (Title of Dissertation) is a record of original research work undertaken by me for the award of the degree of (Subject) I have completed this study under the supervision of Dr./Mr./Ms. (Name of the Guide), (Designation), Department of (Name of Department).

I also declare that this dissertation has not been submitted for the award of any degree, diploma, associateship, fellowship or other title. It has not been sent for any publication or presentation purpose. I hereby confirm the originality of the work and that there is no plagiarism in any part of the dissertation.

Place: Bengaluru

Date:

Name of the candidate

Reg No.....

Department of International Studies and History

Christ University, Bengaluru

Certificate

CERTIFICATE

This is to certify that the dissertation submitted by (Name of the candidate) (Reg. No.) titled ‘..... (Title).....’ is a record of research work done by him/her during the academic year 2016-2017 under my/our supervision in partial fulfilment for the award of (Subject)

This dissertation has not been submitted for the award of any degree, diploma, associateship, fellowship or other title. It has not been sent for any publication or presentation purpose. I hereby confirm the originality of the work and that there is no plagiarism in any part of the dissertation.

Place: Bengaluru

Date:Signature of the Guide

Name of the Guide

Designation

Department of International Studies and History

Christ University, Bengaluru

Signature of the Co-ordinator

Department of International Studies and History

Christ University, Bengaluru

Sample of Table of Contents (For representation purpose only)

CHAPTER NO.	TITLE	PAGE NO.
	LIST OF TABLES	xvi
	LIST OF FIGURES	xviii
	LIST OF SYMBOLS AND ABBREVIATIONS	xxvii
1	INTRODUCTION	1
	1.1	1
	1.2	3
	1.3	4
	1.3.1	6
	1.3.2	19
	1.3.3	29

SAMPLE LIST OF ABBREVIATIONS

- 1. M&A** : Mergers and Acquisitions
- 2. OECD** : Organization for Economic Co-Operation and Development
- 3. CCI** : Competition Commission of India
- 4. US** : United States of America
- 5. UK** : United Kingdom
- 6. FDI** : Foreign Direct Investment