



FORMAT FOR COURSE CURRICULUM

L	T	P/S	SW/F W	TOTAL CREDIT UNITS
-	-	-	-	1

Course Title: Term Paper

Credit Units: 1

Course Level: UG

Course Code: ETTP100

Course Objectives:

- To prepare the students to study systematically in order to write clearly and comprehensively about a topic/ issue.
- To enhance student's ability in written and oral presentations.

Pre-requisites: Knowledge of basic sciences.

Student Learning Outcomes:

- a. The student will write a technical paper with explanation and logical thought process.
- b. The student will develop a presentation skill of technical topics.
- c. The student will develop reading habit and comprehending technical literature.
- d. The student will collate information in a logical manner.

Pedagogy for Course Delivery: Nil

Assessment/ Examination Scheme:

NTCC type	Continuous Assessment	Final Assessment	Total
Term Paper	30	70	100

Continuous Assessment:

Continuous Assessment / Internal Assessment (30%)						
Components	Synopsis Approval	Weekly Progress Report	Observation of Supervisor	Submission of Draft on Time	Plagiarism Report	Total
Weightage:	5	5	10	5	5	30

Final Assessment

S. No	Parameter	Weightage (Marks) 70%
1	INTRODUCTION & STATEMENT OF THE PROBLEM	10
2	CONTENT & LAYOUT OF THE REPORT	10
3	QUALITY OF WORK & WRITTEN EXPRESSION	10
4	PRESENTATION AND COMMUNICATION	10
5	FINAL REPORT ASSESSMENT	10
6	VIVA VOCE	15
7	STUDENT LEARNING OUTCOMES	5
Total		70

Guidelines for Term Paper

BACHELOR OF TECHNOLOGY

(Registration, Conduct, Supervision, Progress Monitoring, Assessment & Grading)

ENGINEERING AND TECHNOLOGY DOMAIN

AMITY UNIVERSITY UTTAR PRADESH

GAUTAM BUDDHA NAGAR

Guidelines for Term Paper

Term Paper

A 'term paper' is a technical paper written by students during a semester or summer break. They are generally intended to describe, a topic, a concept, to put forth in a logical manner. The topic selected should be relevant to the course curriculum.

Registration

- a. The students are required to register on-line on AMIZONE for all types of NTCC course including Term Paper.
- b. Late registration can only be permitted under the following grounds: -
 - i. Ill health (on Medical Grounds) - provided the student has informed the institution (PL) on time and had taken sick leave from HoI.
 - ii. Institution arranged the internship, but awaits confirmation provided the student did not opt for self-arrangement, initially.
 - iii. Student detailed on approved Official Duty, representing university/ institution in competitions, seminars, placements activities etc.

Late Registration Charges

Period – Late duration	Late Registration Charges Rs	Remarks
Up to 10 days	500 /-	-
From 11th – 15th day	1000 /-	-
From 16th – 20th day	2000/-	Provided min duration of NTCC is met.
After 21 st to 30 days	5000/-	--do---

The students who have not registered for the NTCC course as per regulations will not be permitted to submit any report and will be treated as having failed in the course.

Student will not be promoted to next year specially ,if he/she has failed in summer Internship / or industry internship etc.

Allocation of Faculty Guide

Each student shall be assigned a faculty guide for all NTCC courses including term paper well in advance in a formal manner depending on the number of students per faculty member, the available specialization among the faculty guides.

Briefing

It is mandatory for the students to attend the same whenever institution/faculty guide have scheduled the same: During such sessions students are expected to discuss ideas and concerns, be guided on resources and the development of a topic / area of work.

General Guidelines

A term (or research) paper is primarily a record of intelligent reading in several sources on a particular subject. The students will choose the topic at the beginning of the session in consultation with the faculty assigned. The progress of the paper will be monitored regularly by the faculty. At the end of the semester the detailed paper on the topic will be submitted to the faculty assigned. The evaluation will be done by Board of examiners comprising of the faculties.

The procedure for writing a term paper may consist of the following steps:

1. Choosing a subject
2. Finding sources of materials
3. Collecting the notes
4. Outlining the paper
5. Writing the first draft
6. Editing & preparing the final paper

1. Choosing a Subject

The subject chosen should not be too general and relevant to the curriculum .

2. Finding Sources of materials

- a) The material sources should be not more than 10 years old unless the nature of the paper is such that it involves examining older writings from a historical point of view.
- b) Begin by making a list of subject-headings under which you might expect the subject to be listed.
- c) The sources could be books and magazine articles, news stories, periodicals, scientific journals etc.

3. Collecting the notes

Skim through sources, locating the useful material, then make good notes of it, including quotes and information for footnotes.

- a) Get facts, not just opinions. Compare the facts with author's conclusion.
- b) In research studies, notice the methods and procedures, results & conclusions.
- c) Check cross references.

4. Outlining the paper

- a) Review notes to find main sub-divisions of the subject.

b) Sort the collected material again under each main division to find sub-sections for outline so that it begins to look more coherent and takes on a definite structure. If it does not, try going back and sorting again for main divisions, to see if another general pattern is possible.

5. Writing the first draft

Write the paper around the outline, being sure that you indicate in the first part of the paper what its purpose is. You may follow the following:

- a) statement of purpose
- b) main body of the paper
- c) statement of summary and conclusion

Avoid short, bumpy sentences and long straggling sentences with more than one main idea.

6. Editing & Preparing the final Paper

- a) Before writing a term paper, you should ensure you have a question which you attempt to answer in your paper. This question should be kept in mind throughout the paper. Include only information/ details/ analyses of relevance to the question at hand. Sometimes, the relevance of a particular section may be clear to you but not to your readers. To avoid this, ensure you briefly explain the relevance of every section.
- b) Read the paper to ensure that the language is not awkward, and that it "flows" properly.
- c) Check for proper spelling, phrasing and sentence construction.
- d) Check for proper form on footnotes, quotes, and punctuation.
- e) Check to see that quotations serve one of the following purposes:
 - (i) Show evidence of what an author has said.
 - (ii) Avoid misrepresentation through restatement.
 - (iii) Save unnecessary writing when ideas have been well expressed by the original author.
- f) Check for proper form on tables and graphs. Be certain that any table or graph is self-explanatory.

Contents

Term papers should be composed of the following sections:

- 1) Title page
- 2) Table of contents
- 3) Introduction
- 4) Review
- 5) Discussion & Conclusion
- 6) References and Bibliography
- 7) Appendix

Generally, the introduction, discussion, conclusion and bibliography part should account for a third of the paper and the review part should be two thirds of the paper.

Discussion

The discussion section either follows the results or may alternatively be integrated in the results section. The section should consist of a discussion of the results of the study focusing on the question posed in the research paper.

Conclusion

The conclusion is often thought of as the easiest part of the paper but should by no means be disregarded. There are a number of key components which should not be omitted. These include:

- a) summary of question posed
- b) summary of findings
- c) summary of main limitations of the study at hand
- d) details of possibilities for related future work

References and Bibliography

(Please see last section : “How to write reference)

Appendix

The appendix should be used for data collected (e.g. questionnaires, transcripts, ...) and for tables and graphs not included in the main text due to their subsidiary nature or to space constraints in the main text.

Final report Submission

It should have up to 2000 – 2500 words excluding Preface , copy right index etc.

Copies Required : 2 copies : Plastic Spiral bound. One Soft copy

Seminar : upto 2500 – 3000 words text excluding Preface , Certificate Index etc.

Copies Required : 1 copy : Plastic Spiral bound , One Soft copy with all figs and ref.

Conduct & Progress Monitoring of Term Paper

- a. The students will regularly report to their faculty guide for their weekly progress as per the prescribe format of Weekly Progress Report (WPR).
- b. Faculty guide will mark the status of Weekly Progress Report (WPR) received and quality of work done on AMIZONE. Faculty guide will also give feedback to students concerning the progress.
- c. The student will also maintain daily diary of the work done which need to be submitted to the faculty guide.
- d. The student will maintain the record of interaction and feedback by Faculty Guide as per the format attached.
- e. Periodic progress Review by a faculty board will be done. The schedule and dates will be announced at the time of registration for the course. For the students working outside a virtual progress review / meeting would be done with the help of Skype . (Please check the SKYPE ID of AISST)

Assessment Plan

The assessment of Term Paper will be comprising of TWO parts: Continuous Internal Assessment (CIA) and Final Assessment (FA). The weightage is given below:-

NTCC type	Continuous Assessment	Final Assessment	Total
Term Paper	30	70	100

Components of Internal Assessment

Continuous Assessment / Internal Assessment (30%)						
Components	Synopsis Approval	Weekly Progress Report	Observation of Supervisor	Submission of Draft on Time	Plagiarism Report	Total
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Final Assessment

S. No	Parameter	Weightage (Marks) 70%
1	INTRODUCTION & STATEMENT OF THE PROBLEM	10
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6	VIVA VOCE	15
7	STUDENT LEARNING OUTCOMES	5
Total		70

Format of Term Paper

1. Cover page
2. Declaration by the student
3. Certificate by the faculty guide
4. Contents / Index of different components of the term paper
5. Abstract not more than 250 words
6. Introduction
 - 6a. Definition and objective of the term paper
 - 6b. International and national status of the work in the area
7. Methodology / observations / results
8. Discussion
9. References (Referred at appropriate places in text).

(Format for Cover Page)

TERM PAPER/SEMINAR

on

Title: (.....)

Submitted to

(Name of the Institute)

Guided By:

Submitted By:

Name of Faculty Guide

Name of the Student

Enrolment.No.

Roll No

Amity Logo

AMITY UNIVERSITY UTTAR PRADESH

GAUTAM BUDDHA NAGAR

2. Second Page should be Declaration by the student with his/her signature.
3. Third page should contain the certificate by the faculty guide as per format given below:

This is to certify that Mr/Ms....., student of B.Tech. (Name of Programme) has carried out the work presented in the project of the Term paper entitle "....." as a part of First year programme of Bachelor of Technology (Name of the Programme) from Name of the Institution, Noida, Amity University Uttar Pradesh under my supervision.

Name & signature of the faculty Guide
(Name of the Institute), Location AUUP

4. Fourth page should contain the contents / Index of different components of the Term Paper.
5. Fifth page should contain the abstract of the work done in not more than 250 words and should give the gist of the work done.
6. From sixth page onwards the student should give introduction spelling out the clear objective of the term paper and information available in the relevant subject area of the topic.
7. Introduction should be followed by methodology/observations / data collection for the project work.
8. The next part of the report should contain discussions / findings.
9. This part should contain conclusions drawn by the students from this term Paper.
10. The last part should give the list of references as per the format and instructions given in the guide lines of the term paper by the University. The references should be cited in the text at appropriate places.
11. If the same project has been done by two or more students, each student should write 1 to 2 pages detailing their individual contributions to the term paper.

The guide lines on preparations of term papers by Amity University are enclosed as an attachment to this.

How to write References:

From the very beginning of the research work, one should be careful to note all details of articles or any other material gathered. The Reference part should list ALL references included in the paper. References not included in the text in any form should NOT be listed here. The key issue here is consistency. Choose a particular convention and stick to this.

The Conventions

Monographs

Crystal, D. (2001), *Language and the internet*. Cambridge: Cambridge University Press.

Edited volumes

Gass, S./Neu, J. (eds.) (1996), *Speech acts across cultures. Challenges to communication in a second language*. Berlin/ NY: Mouton de Gruyter. (eds.) is used when there is more than one editor; and (ed.) where there is only one editor. In German the abbreviation used is (Hrsg.) for Herausgeber].

Edited articles

Schmidt, R./Shimura, A./Wang, Z./Jeong, H. (1996), Suggestions to buy: Television commercials from the U.S., Japan, China, and Korea. In: Gass, S./Neu, J. (eds.) (1996), *Speech acts across cultures. Challenges to communication in a second language*. Berlin/ NY: Mouton de Gruyter: 285-316.

Journal articles:

McQuarrie, E.F./Mick, D.G. (1992), On resonance: A critical pluralistic inquiry into advertising rhetoric. *Journal of consumer research* 19, 180-197.

Electronic book:

Chandler, D. (1994), *Semiotics for beginners* [HTML document]. Retrieved [5.10.'01] from the World Wide Web, <http://www.aber.ac.uk/media/Documents/S4B/>.

Electronic journal articles:

Watts, S. (2000) Teaching talk: Should students learn 'real German'? [HTML document]. *German as a Foreign Language Journal [online] 1*. Retrieved [12.09.'00] from the World Wide Web, <http://www.gfljournal.com/>.

Other websites:

Verterhus, S.A. (n.y.), Anglicisms in German car advertising. The problem of gender assignment [HTML document]. Retrieved [13.10.'01] from the World Wide Web, <http://olaf.hiof.no/~sverrev/eng.html>.

Unpublished papers:

Takahashi, S./DuFon, M.A. (1989), Cross-linguistic influence in indirectness: The case of English directives performed by native Japanese speakers. Unpublished paper, Department of English as a Second Language, University of Hawai'i at Manoa, Honolulu.

Unpublished thesis/ dissertations:

Möhl, S. (1996), Alltagssituationen im interkulturellen Vergleich: Realisierung von Kritik und Ablehnung im Deutschen und Englischen. Unpublished MA thesis, University of Hamburg.
Walsh, R. (1995), Language development and the year abroad: A study of oral grammatical accuracy amongst adult learners of German as a foreign language. Unpublished PhD Dissertation, University College Dublin.

Appendix

The appendix should be used for data collected (e.g. questionnaires, transcripts etc.) and for tables and graphs not included in the main text due to their subsidiary nature or to space constraints in the main text.

Name of the Institute

WEEKLY PROGRESS REPORT (WPR)

For the week commencing: _____

WPR (i.e. 1,2,3 etc.)_____

Enrollment Number: _____

Program: _____

Student Name : _____

Faculty Guide's Name: _____

Co- Guide's Name: _____

Project Title: _____

TARGETS SET FOR THE WEEK

PROGRESS/ACHIEVEMENTS FOR THE WEEK

FUTURE WORK PLANS-

Declaration by the student

I,, student of B.Tech (...) hereby declare that the project titled “.....” which is submitted by me to Department of.....(if applicable), **Name of the Institute**, Noida, Amity University Uttar Pradesh, in partial fulfillment of requirement for the award of the degree of Bachelor of Technology (...), has not been previously formed the basis for the award of any degree, diploma or other similar title or recognition.

The Author attests that permission has been obtained for the use of any copy righted material appearing in the report other than brief excerpts requiring only proper acknowledgement in scholarly writing and all such use is acknowledged.

Signature

Noida

Date:

CERTIFICATE

On the basis of report submitted by Name of student, student of B.Tech (), I hereby certify that the report “_____” which is submitted to Department of -----
----- (If Applicable), Name of the Institute, Amity University Uttar Pradesh in partial fulfillment of requirement for the award of the degree of Bachelor of Technology (-) is an original contribution with existing knowledge and faithful record of work carried out by him/her under my guidance and supervision.

To the best of my knowledge this work has not been submitted in part or full for any Degree or Diploma to this University or elsewhere.

Noida

Date

Name of Guide

Designation

Department of-----
(Faculty Guide)