

Guidelines for Capstone Project

Capstone projects give students the opportunity to work at a high level and concentrate on a professional specialty. The student's areas of interest will be drawn upon for their capstone projects, which will be practice-centered. All Capstone projects seek to integrate theory and practice and to have an impact on students' integration into professional career. The capstone project plays a vital role in preparing students for the world of work due to its practical applications and enhances students' professional knowledge and skills and prepares them to face the challenges of adapting to the complex contemporary world of work

While in traditional dissertation students are expected to contribute to research through examination of existing research on a specific topic, use of qualitative and quantitative research methods, analyse and discuss results of the study, and propose recommendations. Therefore, dissertation constitutes the culmination of knowledge and skills, which contributes to the existing scholarly literature on a particular subject. In contrast, capstone project is more directly applied to a professional or organisational context. Here, students are expected to apply a scholarly lens to a practical problem or issue through examination. Therefore, capstone project focuses more on the application of research to an implementable education solution. A capstone project expects students to gather data and give results concerning subjects of their interest and its relevance and application to the world of work. Here the knowledge of the student is prescribed to a specific work situation, to diagnose a work/people related problem and how it can be resolved or, as of now, shown in their formal education in an in-depth manner.

Throughout their coursework, students will choose the subjects for their capstone projects. The projects, articles, and experiences associated with the degree program's course work frequently serve as the basis for capstone projects. However, capstone projects must show how specific graduate students have explored, developed, and extended, or applied, the concepts and methodologies under consideration in order to evaluate students' capacities for autonomous work and self-directed research.

Applications of the teaching and learning information acquired in different modules of the programme of study are encouraged by capstone projects. The Capstone Project should also show the depth of the students' expertise. The formats of scholarly work for capstone projects

might vary. These could include, but are not limited to, researching contemporary management theories, concepts and practices related to the business world (including management, human resource management, leadership and teams, strategy, gender, equality and diversity, management of change, women in leadership, marketing, operations management, information systems management), accounting, economic or financial concepts and practices, educational theories and practices creating curricula, or developing teaching methods, logistics, procurement, transportation related issues and problematics, legal issues and practices, sustainability issues, risk management issues, project scoping, planning, management etc. as approved by the UGDC. The list is not exhaustive and can include any meaningful project. A successful capstone project **shall:**

- 1) contribute to a topic in the field of study;
- 2) give proof of knowledge;
- 3) Outline a coherent investigative framework with a good balance of theories and practices;
and
- 4) Provide inquiry-based justification for encompassing change and adaptation and connecting conceptual models to real-world situations.

General Guidelines

The student, in consultation with academic staff from either DAFE or DBML, will have to select an organisation which shall be the context of the study. The student is expected to explore the context in specific areas that he/she is presently enrolled in (i.e., finance, accounting, HR, marketing, logistics & transport, procurement and supply, etc.) and shall submit a synopsis to the Under Graduate Dissertation Committee (UGDC) for approval and allocation of project supervisor. Students shall submit a **2-pager capstone synopsis** of their proposed projects as per below.

Capstone Synopsis

A Capstone synopsis should include the following:

- 1) Introduction – Describes the motivation for the project and places it in a theoretical and/or practical context.

- 2) Objectives and Goals – Outlines the project's objectives. The section will go into detail about the project's activities, including who will be participating and the role and responsibilities of the student.
- 3) Time frame – Details the project's schedule. The project's final format and presentation will also be covered in detail in this section outlines the timeline for the project. This section will also outline the final format of the project and how it will be presented.

Capstone Project Report

The capstone project report should consist of a maximum of 5,000 words and **must include** the following sections:

- Acknowledgement and Foreword
- Executive summary [*max 300 words*]
- Introduction (background of the problem, purpose of the report, and outline of the report) [*max 700 words*]
- Literature review (review of around 10 scholarly articles mostly relevant and recent) [*max 1000 words*]
- Methodology (establishing valid methods and measurements) [*max 1,000 words*]
- Findings and discussion (evidence-based findings, identification of causes/effects, and implications) [*max 1000 words*]
- Recommendations (decision criteria and solutions) [*max 400 words*]
- Implementation plan (activity schedule and time frame) [*max 300 words*]
- Reflections & Conclusion (challenges forecasted, risk identification and mitigation plans, lessons learnt, way forward) [*max 300 words*]
- References (excluded in word count)

Assessment Criteria for Capstone Project

The assessment of capstone project shall be based on the following criteria:

Project – 80%

Presentation – 20%