CAPSTONE RESEARCH PROJECT GUIDELINES
BS-Urdu (AIOU)
Course Code:9035

Research Project/Plan Template for BS Urdu Students

After the completion of core and advanced-level courses in the BS program, students are required to undertake a Capstone Project. This final semester project provides students with the opportunity to apply theoretical knowledge to real-world problems through independent research or problem-solving. The project helps bridge academic learning with professional skills required in industry or further academic research.

Capstone Project Objectives

The Capstone Project aims to:

- Integrate multidisciplinary knowledge and skills
- Apply research methods to a real or simulated business/financial issue
- Enhance students' analytical, communication, and report-writing abilities
- Foster problem-solving, critical thinking, and decision-making skills
- Strengthen readiness for the job market or postgraduate studies

It is a template for the students of BS Urdu at Allama Iqbal Open University to submit their research project/plan in compliance with a thoroughly approved template by the Department of Urdu.

Receiving a degree in BS Urdu, the students may need to write a Research Project on any given/selected topic for a period of six weeks (proposed time limit). The research project lets the students comprehend how theoretical knowledge of history of Urdu language and literature can be applied for writing an academic piece of paper; so that the students can acquire the appropriate knowledge, and skills for their future academic utilization.

After completion of the project, the students are required to submit a draft copy of the Research Product to the Urdu department. In case the research product is not up to the prescribed standards and format, the students would be asked to improve it as per comments of the supervisor and resubmit it. The students who submit an approved copy of the research, would be considered pass in the subject.

Selection of Project Topic

Students should propose a topic aligned with their specialization (e.g., novel, short story, drama, poetry, criticism, etc, audit). The topic should be approved by the department and meet the criteria of:

i.   Relevance to the BS-Urdu programme objectives
ii. Research-ability and availability of the relevant resources
iii. Feasibility within the time-frame

Suggested Project Areas:

i.   Research on any topic, which may come under the domain of Urdu language and literature, such as on regional history of Urdu literature, comparative literature, literary events, libraries, local literary forums and so on.

Role and Responsibility of the Student:

Students are expected to:

i.   Conduct independent research or fieldwork
ii.   Adhere to ethical research standards and academic integrity
iii. Maintain regular contact with the assigned supervisor
iv.   Submit work as per deadlines and guidelines
v.   Demonstrate seriousness, originality, and academic discipline

Word Limit of the Research Project/Plan, Department of Urdu
A Capstone Research project should consist of 4000-6000 typed words (excluding annex). The quality of the product, specifically the scope of idea, critical analysis, and justification would be given preference. Plagiarism policy will be strictly followed as per the rule. The similarity index should be within 19%.

Turabian research manual would be followed for all the degree programmes in the Department of Urdu; so, the same would be followed by the BS Urdu students for the Capstone Research Project.

Major Components of Research Project/Plan
A research plan should consist of the following three important components/sections.
1.   Introduction of the Research/ Project Idea
2.   Operation plan
3.   Distribution/Publishing Plan

General Guidelines, and the Department Process (Research Project/Plan)

1.   Register the course code with the department.

2. Upon topic approval, the department will assign a faculty supervisor who will guide the student throughout the project.
3. An online orientation session (minimum 2 hours) will be arranged at the start of the semester to guide students about the objectives, structure, ethics, and report writing of the Capstone Project.
4. Students must follow ethical standards and avoid plagiarism. Projects with over 19% similarity (Turnitin or equivalent) may be rejected or penalized.
5. Present and discuss the idea of the Research plan with an allocated supervisor.
6. Provide the research proposal/synopsis alongwith the supervisor's signed form to the Department of Urdu.
7. The submitted research plan/proposal will be evaluated at the Department of Urdu for approval.
8. Submission of the first draft of the approved research plan
9. Incorporate the comments/corrections/suggestions given by the reviewers at the department.
10. Submit the final copy to the department for the final evaluation and marks on the basis of the Quality of the report, Originality and depth of analysis, Relevance of recommendations, and Adherence to structure and format.
11. The passing marks for the Capstone Project are 50 out of 100. Failure to meet the minimum score will result in a re-enrolment requirement.
12. Evaluation may be conducted by the supervisor or tutors may be assigned for evaluation, not exceeding 50 students per evaluator.
13. The University holds no financial liability related to any field visits or data collection undertaken by the student.

Research Project Formatting Guidelines

i.   **Language**: The language of the project will be Urdu.

ii.   **Table of Contents:** Add auto feature of MS Word for table of contents
iii. **Page:** A4 size page
iv.   **Font Style:** Jameel Noori Nastaleeq/Times New Roman, **Font Size:** 16 (main body), 18 for each section's sub-heading.
v.   **Line Spacing:** Auto
vi.   Add space after each paragraph and the paragraph must be justified
vii. All headings and their subheadings should be properly formatted using heading rules.
viii. **Margins**: Margins should be adjusted to 1 for top, bottom, right and for left 1.5
ix.   **Tables and Figures:** Table inserted within the text should be numbered and captioned on the top of the table. The same format may be used for figures and charts etc.
x.   **Page Numbering:** Every page should be numbered.

xi.   **Binding:** The Plan should be submitted in spiral binding and final draft is required to be submitted in hard binding.

Sections of Capstone Project Report:

LIST OF CONTENTS

6. Contents of the Report (Minimum Requirements)

i. **Introduction (max. 700 words):** Problem background, objectives, scope
ii. **Literature Review (max. 1000 words):** Theoretical base, past studies
iii. **Historic Research Methodology (max. 800 words):** Research type, tools, data collection.
iv. **Organization of the study (1500–2000 words):** qualitative analysis, interpretation
v. **Conclusion & Recommendations (600–800 words):** Findings, suggestions, policy implications

Assessment Criteria:
   The following criteria would be applied for the assessment of the research product/outcome of the student:

a). Research Product in writing form based on the **Turabian** manual   100%

Work Plan
The student may develop a work plan to pursue while researching on the project, as given below:

Research Work Plan (6 Weeks, Proposed Time plan)

Time   **Activities**
Week 1
- Getting an orientation/Discussion with the Supervisor
- Visiting different libraries
- Gathering all relevant written material
- Obtaining all relevant written materials on that topic
- Correspondence with the collaborative organization, if any

Week 2 & 3
- Studying each aspect of the assigned project.
- Summarizing the reading material for preparing the introduction
- Collecting any missing information
- Doing a write-up based on the research material

Week 4 & 5
- Critical analyses of the given information
- Collecting and incorporating any missing information
- Writing a draft on the given activities
- Finding gaps, shortcomings etc. based on academic background.
- Recording all observations with a view to writing an article for publication

Week 6
- Taking down all notes with a view to writing concrete recommendations, analyses, and time frames for research publication.
- Developing skills to write a research proposal.

TITLE OF THE PROJECT

BS Urdu

نام:--

رول نمبر:----------------------------

رجسٹریشن نمبر:-------------------------------

شعبہ اردو

فیکلٹی آف سوشل سائنسز اینڈ ہیومینٹیز

علامہ اقبال اوپن یونیورسٹی،اسلام آباد

سال

CAPSTONE RESEARCH PROJECT GUIDELINES FOR BS Urdu

شعبہ اردو

فیکلٹی آف سوشل سائنسز اینڈ ہیومینٹیز

علامہ اقبال اوپن یونیورسٹی،اسلام آباد

سال

INNER TITLE

نام:--

رول نمبر:----------------------------------

رجسٹریشن نمبر:----------------------------

نام سپروائزر

یہ پروجیکٹ شعبہ اردو، فیکلٹی آف سوشل سائنسز اینڈ ہیومینٹیز، علامہ اقبال اوپن یونیورسٹی، اسلام آباد میں بی ایس اردو کی جزوی تکمیل کے لیے پیش کیا جاتا ہے۔

شعبہ اردو

فیکلٹی آف سوشل سائنسز اینڈ ہیومینٹیز

علامہ اقبال اوپن یونیورسٹی، اسلام آباد

سال

ABSTRACT

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سرٹیفیکیٹ

یہ ریسرچ پروجیکٹ، بعنوان ۔۔۔،بی ایس اردو کی جزوی تکمیل کے لیے،

نام:۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔،رول نمبر:۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔،رجسٹریشن نمبر:

۔۔نے میری نگرانی میں تحریر کیا ہے اور میں طالب علم کی تحقیق کے معیار سے مطمئن ہوں۔

دستخط:۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔

نام نگران:۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔

پتہ:۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔

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اقرارنامہ

میں،۔۔۔۔۔۔۔۔۔۔۔ رول نمبر۔۔۔۔۔۔۔۔۔۔۔۔ رجسٹریشن نمبر۔۔۔۔۔۔۔۔۔۔۔۔ شعبہ اردو، علامہ اقبال اوپن یونیورسٹی،اسلام آباد میں بی ایس اردو کی/کا طالب علم ہوں اور اقرار کرتی/کرتا ہوں کہ یہ ریسرچ پروجیٹ میری ذاتی کاوش کا نتیجہ ہے۔اس عنوان کے تحت یہ پراجیکٹ کسی بھی یونیورسٹی میں کسی بھی ڈگری کے حصول کے لیے پیش نہیں کیا گیا۔ میں اس تحقیق کے تمام نتائج کی/کا خود ذمہ دار ہوں۔ غلط بیانی کی صورت میں ادارہ کسی بھی قسم کی قانونی کارروائی کا مجاز ہے۔

دستخط:۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔

نام:۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔

رول نمبر:۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔

رجسٹریشن نمبر:۔۔۔۔۔۔۔۔۔

پتہ:۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔۔

DEDICATION

Name of student

ACKNOWLEDGEMENT

Name of student

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