

## **Animal production and Health Project – Guidelines**

### **1. Introduction**

Veterinarians are involved in a range of professional pursuits which service animal welfare, health and husbandry activities. In many of these fields, they are called upon to conduct investigations of varying degree and nature and submit reports of the findings to their employers. In addition, veterinarians carry out research which they present and write proposals relating to their work. The objective of the Animal Production and Health project is to provide an opportunity to obtain the basic training required to meet the aforementioned demands placed upon veterinary graduates. A further aim of the project is to encourage individual learning and enhance the ability of problem solving and interpretation.

### **2. Objectives**

At the end of this programme the student should be able to:

- undertake a literature survey
- collect , analyze and interpret data
- effectively use the knowledge and skills acquired during the BVSc course in solving problems related to Animal Production and Health
- write and present a report of acceptable quality
- communicate effectively both orally and in writing

### **3. Selection of projects**

The area of study should be one that is relevant to the veterinary profession. A student may choose to carry out a project in any department of study in the Faculty of Veterinary Medicine and Animal Science, under the supervision of a senior member of the academic staff. A project may be supervised exclusively by a member of the academic staff or an academic staff member may supervise a project jointly with a suitably qualified person at an institution/ organization outside the university. In the latter arrangement, the student concerned may use facilities of that establishment to conduct the project.

### **4. Introductory lectures on the project**

There will be approximately 8 hours of lectures on general topics relating to the projects commencing during the 3<sup>rd</sup> semester. These lectures will cover guidelines on literature survey, data collection and analysis, report writing and oral presentation. Students will also receive instruction on the use of computers.

### **5. Progress of project**

Once the supervisor is selected the student should submit the title to the supervisor within two weeks. The supervisors should submit the titles on a prescribed form for tabling at the first available meeting of Veterinary Medical Education Unit (VMEU). The student should submit to the supervisor the draft of the “Literature Review” and “Materials and Methods” no later than three months after selection of the topic. The final report may be submitted at any time

provided the supervisor has deemed it acceptable. The deadline for the final report shall be two month from the last date of the Final BVSc examination.

**6. Instructions for preparation of project report** (further formatting details are provided with the attached project report template)

*Length of project report:* The project report shall consist of a minimum of 20 and a maximum of 30, A4 sized type written pages (excluding appendix), the text of which should be 1 ½ line spaces. All the text should be typed using Times New Roman font. The font sizes to be used are given in the attached template. The total number of words shall not exceed 10,000 words.

*Title:* The report should have a clear and concise title, which will adequately reflect the work described.

*Cover page:* The front cover page should contain the following:

- Title of the project
- Name of the student
- Student registration number
- Name of the faculty and university
- Month and year the report is submitted

*First page:* should only have © YEAR and Name of the student in the center of the page

*Second page:* The second page should contain the declaration. In addition it should have the name(s) and space for signature(s) of the supervisor(s) and date.

*Third Page:* The third page should contain the acknowledgements.

*Table of contents:* The acknowledgement should be followed by a table of contents, including their page numbers.

*List of tables:* The table of contents should be followed by list of tables, if any including their page numbers.

*List of figures:* The list of tables should be followed by list of figures, if any including their page numbers.

*List of abbreviations:* The list of figures should be followed by list of abbreviations, if any.

*List of appendices:* The list of abbreviations should be followed by list of appendices, if any including their page numbers.

*Abstract:* The last page before the main text of the report should contain an abstract of no more than 400 words.

*Main text of the report:* The text should be arranged as sections:

1. Introduction,
2. Literature Review,
3. Objectives,
4. Materials and Methods,
5. Results,
6. Discussion,
7. Conclusion,
8. References and 9. Appendix(If any).

*Formatting style for the text:* Different formatting styles are to be used for headings and paragraphs.

For section heading - **1. Introduction** (title case, bold, capital letters, 12 font size, center aligned)

Depending on the content of your text different levels of subheadings can be used.

For first level subheading - **1.1 First Level Subheading** (title case, bold, 12 font size, left aligned)

For second level subheading - **1.1.1 Second Level Subheading** (title case, bold, 12 font size, left aligned)

For third level subheading - **1.1.1.1 Third level subheading** (sentence case, bold, 12 font size, left aligned)

*Tables and figures:* All tables should have concise titles. The figures should be clearly labeled and should contain appropriate legends. Further details on tables and figures are given in the template.

*Citations:* References should be cited in the text with name(s) of author(s) and year:

Eg. Single author	Chandrasena (1995)
Two authors:	Chandrasena and Kumar (1995)
Multiple authors:	Kumar et al. (1995)

*References:* The list of references should be arranged alphabetically using the author, year system. Recommended format for author-year system is given in the attached template.

*Pagination:* Except the cover page and the first page, all other pages of the report should be numbered on the center of the bottom. Roman numerals need to be used for the first few pages (upto the Abstract page) while Arabic numerals need to be used for the pages of the main text. The first page of the main text of the thesis is always page one(Arabic numeral).

*Margins:* Left-hand margin should be 1 ½” throughout to accommodate binding. Top, bottom, and right-hand margins should be 1” throughout the report.

*Binding:* The report should have a transparent front cove and a back cover of light blue Bristol board. Regular binding with a dark blue spine should be used. Spiral binding should not be used.

## 7. Submission of report

In the first instance one copy should be submitted. If any corrections/amendments are recommended by the examiners the report should be re-submitted within one week after the oral presentation after incorporating the suggested corrections/amendments. If a candidate has two supervisors, four copies (a student copy, a library copy and two copies for supervisors) of the report should be finally submitted.

## 8. Oral presentation

The schedule of the oral presentations will be announced by the VMEU

## 9. Evaluation

Research project evaluation would be done by supervisor/s of the student and an examiner appointed by the VMEU. Supervisor/s would give 100 marks and examiner would give 100 marks as indicated below.

*Evaluation by the supervisor:*

Student profile (30%) –  
attitude to work and initiative,  
self confidence and responsibility,  
enthusiasm and interest,  
ability to meet deadlines

Implementation of project (30%) –  
conformity to regulations,  
ethical considerations,  
creativity and curiosity,  
academic honesty,  
safety awareness,  
ability to overcome constraints,  
scientific approach in solving problems,  
achieving objectives

Evaluation of manuscript (30%)  
adherence to guidelines (Ref. section 6 of guideline to students)  
adequacy of literature review  
proper citation of literature  
data analysis and presentation of results  
relevance of the discussion and conclusions  
grammar, punctuation spelling and clarity  
overall presentation

Scientific achievement (10%)  
knowledge and skills gained  
identification of work for the future

*Evaluation by the Examiner:*

Quality of the report (20%)

- adherence to guidelines
- adequacy of literature review
- data analysis and presentation of results
- relevance of the discussion and conclusions
- grammar, punctuation and spelling
- layout and neatness

Fulfillment of objectives (20%)

- clarity of objectives
- emphasis given to meeting objectives
- satisfactory fulfillment of objectives

Evaluation of oral presentation (50%)

- planning and preparation
- use of visual aids
- clarity of presentation
- knowledge of subject
- degree of confidence
- ability to present within the stipulated time
- defense of presentation/project

Scientific achievement (10%)

- knowledge and skills gained
- identification of work for the future