Degree Project Manual

National Institute of Design

राष्ट्रीय डिज़ाइन संस्थान
NATIONAL INSTITUTE OF DESIGN

Table of Contents

1. Degree Project at a Glance

The Degree Project for Bachelor of Design (B.Des.)/Master of Design (M.Des.)

The culmination of the students' academic tenure at the National Institute of Design is marked by the submission of a degree project, which is a substantial investigation in the field of design on a topic closely allied to their discipline of study. This degree project is meant to offer the outcome of a full-scale professional design assignment with both application and implementation potential. Introduced with an aim to conform to the root philosophy of NID's pedagogy of 'learning by doing', this degree project is every student's moment to shine in the real-world arena of client service.

1.1 WHAT CONSTITUTESTHE DEGREE PROJECT?

During the last 6 months of the programme at NID, the students of Bachelor of Design or Master of Design work on a degree project, their final academic assignment. It offers the student an opportunity to demonstrate his/her ability to provide professional services to clients as an independent design professional. Thus, the degree project is a full-scale demonstration of an independent client service conducted within the stipulated time frame of 4–6 months.

A student's project brief, time, finance and other practical concerns are some other parameters for consideration by the client. It is through the degree project and subsequent documentation of the same that this investigation takes place. A jury comprising faculty members evaluates the students' performance in the degree project, after which, students are awarded NID's professional education programme final degree. The degree project is an opportunity for students to demonstrate their expertise as independent practitioners of design. However, this project must be done with academic rigour incorporating systematic inquiry and informed design decisions. The phrase 'systematic inquiry' implies the presence of a structure and method by which the student must carry out his/her project. The degree project should reflect the thought leadership manifested through creativity and innovation. The project should lead to new knowledge creation and should align with broader objectives of the Institute.

The degree project reflects the student's ability to:

- Apply his/her learning to current practices in the process of creating new forms of products, processes, services, and systems
- Analyse and refine his/her ideas in an iterative manner on the basis of critique
- Evaluate/reflect upon the creative processes he/she has followed

The degree project reflects the students' competence to excel in their chosen profession. This project orients the students to the needs and demands of the industry; it also helps them to make an informed decision about which career path they would like to follow upon graduating. A higher degree of synthesis and self-reflection/evaluation/critique is expected from an M.Des. student, along with the ability to bridge theory and practice effectively. While this point represents a higher order of inquiry usually expected in research, its significance in design cannot be understated if the designer is also to be viewed as a 'reflective practitioner'

1.2 WHEN CAN STUDENTS BEGIN THEIR DEGREE PROJECT?

The degree project is the final semester of any academic programme at NID and falls within the timetable of the final semester – 8th semester in case of B.Des. and 5th semester in case of M.Des. However, students can start registering for the degree project any time after they have cleared their 4th semester juries (M.Des.) and 7th semester juries (B.Des.), i.e. after commencement of degree project semester.

1.3 WHAT IS THE DURATION OF THE DEGREE PROJECT?

The minimum time frame for a degree project is 16 weeks (4 months) and the maximum time frame is 24 weeks (6 months).

- A B.Des. student can take up a client-sponsored/self-sponsored project of 4–6months duration.
- An M.Des. student can take up a client-sponsored project/research-based project (self-sponsored/partly client-sponsored) in a specialized area, of 4–6 months duration.

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1.4 WHERE CAN STUDENTS UNDERTAKE THEIR DEGREE PROJECT?

Student may undertake a project with any organisation in India or abroad. 'Organisation' here means a public sector organisation; any privately-owned or managed firm; or an NGO. In a sponsored project, it is the sponsor who often determines the initial design brief and the expectations/scope of work for the project. In some cases, this is done in consultation with the student. The students also have the option of undertaking self-initiated projects on a topic of their interest.

- A B.Des. student can take up one client-sponsored/self-sponsored project in core categories such as design for industry, social sector, development and innovation.

- An M.Des. student can take up a client-sponsored project/research-based project (self-sponsored/partly client sponsored) in a specialized area, such as design for industry, social sector, development and innovation.

Sponsored Project within NID

The Institute also sponsors degree project under its various departments – primarily, Research & Publications, Design Consultancy Services, and Outreach Programmes. The nature (topic, timescale, duration) of these projects differs periodically. A student interested in pursuing a degree project with NID can approach its respective departments for details on what opportunities are available at that point in time.

Sponsored Project Abroad

The amount of feedback and interaction required between the student and guide during a degree project abroad varies depending on the student's professional capabilities and maturity. Therefore if a student decides to do a degree project abroad, his/her academic record forms the first basis in deciding whether he/she can be permitted to do so. When such an offer comes to a student, his/her respective Coordinator will make a recommendation based on said criteria to the Activity Chairperson, Education, who is authorised to make the final decision.

In case a student is allowed to take up a degree project abroad, he/she will have to restrict his/her stay at the sponsor's place abroad to a minimum required extent. This will be decided by his/her guide on the basis of the nature of the project and will be communicated to the student in writing.

A student will be required to send periodic reports (6/12 weeks) in the specified format (available with the Academic Office), which necessitates comments on the progress by the sponsor through fax or email. The progress report can be sent by email in which case it will have to be sent directly by the sponsor.

A student will have to make at least one visit to NID to meet his/her guide during the tenure of his/her work at the sponsor's place abroad (i.e. between the commencement and final submission of the project). This condition may be waived only if the student or the sponsor can identify a person of academic standing acceptable to NID in place of sponsor to act as a co-guide. Payment to the co-guide, if required, will have to be made by the sponsoring organisation. The co-guide should be decided upon and approved by the Discipline Coordinator and Activity Chairperson, Education, before the registration of degree project.

1.5 DO STUDENTS GET PAID FOR THEIR INTERNSHIP?

The standard, financial modus operandi for the degree project is:

- A project sponsored by an organisation or
- A self-sponsored project

A sponsored project implies that the students are paid, that is, they receive a stipend for rendering their services to a firm/organisation. In a self-sponsored project, the students choose their path of inquiry independently; hence, they do not receive any financial support, primarily in the form of a stipend. The stipend that a company offers to an intern may vary depending on the company, its policies, its location, and other contextual factors that have a bearing on its finances. Students should be aware that a stipend relates to the funds made available for the specific purpose and time period of the project alone, and must not be confused with a 'salary'. However, they should also ensure that the stipend covers their basic sustenance costs (food, accommodation and transport) for the duration of the project. In order to minimize variance across stipends offered by different organisations, the Institute recommends these guidelines are also sent to the sponsor, and are revised periodically. The current norm for stipends offered to final degree students sponsored by NID is minimum ₹15,000 per month, for a maximum of 6months.

1.6 HOW DO STUDENTS SELECT THEIR DEGREE PROJECT?

Selection of an appropriate topic for the project is of primary importance. Students might wish to explore a subject, theme, or area of study that featured strongly in their earlier works in greater depth. The students might also wish to pursue a topic of personal interest that has till date not featured in any of their works at NID. Alternatively, they might choose their projects based on the direction they wish to steer their career towards. It is essential for students to have a keen interest in the topic they wish to pursue, as they will need to sustain their interest and motivation throughout the course of study. The appropriateness of the topic is discussed with the student's guide and Discipline Coordinator.

The initial search for an appropriate topic for the degree project may commence at the beginning of the pre-final semester of the students' Bachelors or Masters programme at NID. Students can select their projects through personal contacts, faculty contacts, or through opportunities available with the Placements Cell. The Placements Cell announces the availability of degree projects from time to time.

The Young Designers, an annual publication from NID makes for good reference material as far as students' degree projects are concerned. This publication is a systematic documentation of degree projects completed by students during a particular academic year and clearly enlists details about the sponsors of each of these degree projects. The Knowledge Management Centre (KMC) at the Institute has an extensive collection of final degree documents pursued under various disciplines over the years.

1.7 WHO CAN BE A STUDENT'S GUIDE?

The guide should be a faculty member at NID. Student should choose guides within their own Design Faculty on basis of subject expertise, or area of specialization of the faculty (largely determined through courses taught and research or practice pursued) and the requirement of the project and co-guides (optional) across disciplines on basis of requirement of knowledge in specific area, within the selected project.

Each faculty can guide a maximum of 10 students per batch across all disciplines at NID. The guide in conjunction with the student will work out a schedule for periodic reviews during the course of the project. The student may also choose a co-guide along with the primary guide from among other faculty members depending on the nature of his/her project and the expertise or experience of the potential co-guide.

1.8 WHAT IS THE DEGREE PROJECT PROPOSAL?

Every degree project needs to begin with a project/research plan. This plan needs to be articulated in the form of a written proposal that is formulated in consultation with the student's mentors at work and his/her faculty guide at the Institute. This plan is known as the final degree project proposal. Before the student can set out on his/her project, he/she needs to submit the proposal for scrutiny by the guide. Writing the proposal enables the student to define a framework for the scope of the project, the direction or approach to the project, the methodology for the execution of the project, to name a few. The final degree project proposal mainly comprises:

a. **The Working Title**: The working title reflects the nature of the project without ambiguity. The working title maybe subject to change during the submission of the degree project.

b. **Background/Context:** This section focuses on the purpose of the degree project, the research focus of the project, the design brief given by the sponsor/client, the

importance of the project from the student's perspective as well as that of the sponsor's, and the learning outcomes.

c. **Background Study/Literature Review**: This section will focus on the work that has already been carried out in this area.

d. **Objectives**: The strategies/plans/steps to be followed by the student to attain the aims he/she set down to achieve at the outset of the degree project.

e. **Problem Setting/Research Question**: Identifying the problems/challenges of a given situation in context, and formulating an appropriate research question that can lend a proper direction to the project.

f. **Methodology**: The approaches and methods the student plans to employ to answer the research question.

g. **Time frame**: This will give an idea about how the degree project will be structured over the six-month period, that is, the sequence of various stages of the project and the approximate time required to complete said stages.

h. **Deliverables**: This refers to what the student foresees as the outcome/s of the project in the form of tangible deliverables.

i. **Budget Estimates**: A budget needs to be submitted along with the degree project proposal, with an indication of the overall cost of the project under the following heads:

1. Cost of studio materials
2. Cost of model/prototype production
3. Cost of NID machine time
4. Cost of services outside NID
5. Cost of travel and local conveyance during the degree project
6. Cost of one final degree project document for the sponsor
7. Cost of three guide visits by student. The sponsor as per the norms for student category will pay for the cost of travel undertaken by the student.
8. Cost of one round trip by air and local hospitality for the guide during his/her visit to the sponsor
9. Contingencies (10% on points 1 to 8 above)
10. Stipend (remuneration per month ₹15,000 x number of months)

11. Contribution to NID by the Sponsor for academic supervision and research (₹5,000 by Demand Draft in favour of 'National Institute of Design'). The same is applicable to the sponsors from other countries. Contribution to NID is payable within one month from the date of commencement of the project. Such contributions are exempted from Income Tax under Sec35 (1) (ii) of the Income Tax Act, 1961.

12. Total cost (mention here the sum of individual costs specified in points 1 to 11 above).

The sponsor must second the final degree proposal if the degree project is client-sponsored. Thereafter, the proposal must be vetted by the student's guide at NID, and the Discipline Coordinator must ensure that the student has successfully completed all courses prior to registration of the project. The project proposal is an important document and must be well written, detailed, and coherently structured.

1.9 WHEN AND HOW DO STUDENTS REGISTER FOR THEIR DEGREE PROJECTS?

Online registration for the degree project is now facilitated through the Circulaid web application. Please refer to the link mentioned at the end of this manual.

The degree project registration must take place immediately after the commencement of their degree project semester/last semester. The registration process begins immediately once the students have cleared their 4th semester (M.Des.) and 7th semester (B.Des.) juries. Students may commence their projects only after completing the registration formalities with the Academic Office. It is important to note that the 4–6-month duration of the degree project begins from the date of registration.

1.10 RESEARCH ETHICS

Ethics has a major role to play in the research or background study conducted for a degree project. Design studies at NID are fundamentally inter-, multi-, or trans-disciplinary. Therefore, they bring into their ambit ethical principles of various disciplines. Honesty and integrity of the research conducted is a decisive factor in determining the relevance of the degree project. Students must avoid fabricating data and misrepresenting facts or findings.

Some instances of unethical practices include:

- Misleading people with false information about the project

- Concealing from people the actual reason for investigation into a particular topic whilst seeking their help/advice/cooperation
- Using contacts to gain confidential information
- Betraying people's confidence or trust and encroaching on people's privacy without their consent, and
- Causing stress or anxiety to others through one's behaviour during the investigation

While documenting the final degree document, the student must avoid plagiarism of any kind. Examples of plagiarism are:

- The student trying to pass off another person's ideas and words as his/her own, by using them without acknowledgement.
- The student not acknowledging the help and cooperation of other people who work with him/her, or endorse those persons who gave the student permission to use their work. The student needs to acknowledge this in the document clearly. The student could use footnotes/endnotes to do this, besides putting the names of those individuals in the acknowledgements section.
- Quoting text/passages from a book, journal paper, newspaper, report, website, or any other source and not acknowledging and referencing the source directly in the text or by means of footnotes/ endnotes.
- Not giving credit to photographs or illustrations.

Plagiarism will lead to the following disciplinary action:

- The student may be asked to rewrite his/her document with all instances of plagiarism removed.
- In severe cases of plagiarism, where the student has copied existing work and submitted it as his/her own, he/she will be expelled from the Institute.

2. The Progress of the Degree Project

2.1 GUIDE VISITS

A student needs to have periodic meetings with his/her respective guide(s) in order to share and discuss the progress of the work done, seek critique from the guide, redefine the design brief as required, and also to consider new directions for design development. Three guide visits to NID are mandatory. The duration of the visit may range from one day to a week depending on the requirement of the project, and the dates may be fixed in consultation with the guide. The guide can also meet the client during the course of the degree project and conduct a mid-project review, provided the client bears the travel expenses of the guide. For degree projects undertaken abroad, at least one guide visit is recommended. The student needs to remain in constant touch with their faculty guide. Guide visits should be minuted and signed by both student and guide.

2.2 USE OF RESOURCES AT NID

The students can avail themselves of the IT and KMC facilities at the Institute during their consultation visits with their guide(s) and during the final documentation phase of their degree project.

2.3 DISPUTE REDRESSAL

In case of a conflict of opinion or dispute with the client, the student may need to consult his/her guide or the respective Discipline Coordinator for effective redressal of the problem.

3. The Degree Project Documentation

The final degree document is a lens through which the student's project will be appreciated and assessed not only by his/her peers, the guide(s), and the jury panel, but also by faculty members, visiting faculty, research scholars, and industry members. Therefore, it is imperative that the student adheres to the highest standards of quality while writing the final degree document. Final degree report shall ideally comprise of 8,000–12,000 words of original writing.

3.1 STRUCTURE OF THE FINAL DEGREE DOCUMENT

A broad structure for a final degree document would read like this:

❖ Cover Page

The cover page of the final degree document should have the following information for easy retrieval (please refer to the sample statement shown at the end of this manual):

- Degree Project – This should be written clearly on the cover in upper case letters.
- Title of the Project – For example, 'A Song and A Story: An Animation Film Based on a Folktale from Tamil Nadu.' The title along with subtitle should match exactly as entered in registration form.
- Volume Number – For example, Vol 1 of 2, Vol 2 of 3. This information is not required if the documentation has a single volume.
- Sponsor's Name – Student must ensure that the sponsor name is exactly as mentioned in the registration form. In case the sponsor is a conglomerate with subsidiary companies, student must mention correct detail about which sub-company sponsored the project. For example, HCL Healthcare or HCL Infosystems Ltd.
- Student's Name – First name, surname. Please note that the name on the cover page should match the name entered on the registration form. For example, Kannan S. Balasubramanium may not be abbreviated to K. Balasubramanium or K. S. Balasubramanium.
- Programme – Bachelor of Design (B.Des.)/Master of Design (M.Des.)
- Name of the Faculty Guide (and Co-guide wherever applicable) – First name, surname. Kindly spell correctly and include appropriate honorifics if any, before the names, like Dr, Prof, with the express permission of the guide(s).
- Year – Mention the year in which the document will be submitted.
- Campus – National Institute of Design, Ahmedabad/Gandhinagar/Bengaluru.

❖ Jury Certification Sheet/Approval

The right page in the first volume of the project must have the Approval Sheet.

- The information in the certificate should be filled in thus: The Evaluation Jury recommends (name of the student) for the Degree of the National Institute of Design herewith for the project (title of the degree project).

❖ Originality and Copyright Statement

This statement should be signed and inserted immediately after the Approval Sheet. Please refer to the sample statement shown at the end of this manual.

❖ **Abstract/Synopsis**

It should have a brief description of the project (max 1000 words).

❖ **Acknowledgements**

This page of the document should give due credit to sources from whom the student has taken help.

❖ **Table of Contents**

List of contents must display page numbers of all chapters including appendix, glossary, endnotes, image credits, and bibliography. The document must be paginated correctly.

❖ **Non Disclosure Agreement (NDA)**

In case the student has signed an NDA for his/her project, a copy of the NDA is to be inserted in the document along with its mention.

❖ **Original Project Proposal**

To be written as discussed with the student's guide/Discipline Coordinator and submitted thereafter. Here the student identifies design opportunities.

❖ **Introduction**

Students must mention here the general background for the project/study; the purpose of the study; guiding questions; the area/setting of the project/research; the limitations and possibilities; the importance of the study; the definition of terms and so on.

❖ **Client information and the Design Brief**

❖ **Main Body Text**

- Background Study/Literature Review/Data Collection/Scenario Building – This text should describe the importance of the project in the context of work already done in the area. Here, the student refers to earlier projects at NID or elsewhere. Depending on the nature of his/her project, the student may need to refer to published literature, gather information from the internet, meet the stakeholders and the target groups, refer to case studies, precedent studies, and gather information from the client.

- Design Process – Here, the student should include data and the means of obtaining it; the methodology; the problems; and how he/she will specifically treat each problem.

- Methodology/ies used for Data Collection – Here, the focus will be on communicating the findings of the project, the relationship of these findings to literature and to practice.

- Analysis and Synthesis – This includes the redefined design brief (this may need to be communicated to the client), design assessment, and design criteria.

- Design Development – This will focus on initial design explorations, design alternatives, structure, form, and final design explorations.

- Design Validation – This phase includes prototyping and mock-ups, design alternatives/dummy/ sampling/user studies.

- Consolidation – This stage involves refinement/creation of the final concept or product/product specifications/ industry testing.

- Deliverables – Prototypes, scale models, film/animation, or any other deliverables in tangible form as per the requirements of the discipline.

- Conclusion – This text will describe the student's learning from the project and various reflections on the project.

- Appendix – Any subsidiary matter of relevance may be put in the appendix.

- Citations – *When in doubt, cite*. It is recommended for students to take help from guide(s) or the KMC if unsure about citing sources. Quotations, paraphrases, summary, facts, information and data from print or electronic sources should be suitably cited in the body of the text that corresponds to an entry in the endnotes/bibliography at the end of the document. Citations to be formatted according to the style guide used.

❖ **End Pages**

The document must be well referenced in terms of glossary, endnotes, image credits and bibliography. The following sequence must be maintained:

- Glossary – It will include technical terms, design-specific terms, local vernacular, or terminology that is not generally known to the average reader, or if students coin new words or phrases to explain their ideas.

- Endnotes – Endnotes are preferred to footnotes. It is recommended to arrange the endnotes at the end of each chapter or chapter wise in the end section in case parenthetical in-text citation is not used. Endnotes to be formatted as per the MLA/Harvard style guide.

- Image Credits – Omission of due credit to source of images or the photographer amounts to plagiarism. Images must be cited as dictated by the style guide adopted for the document.
- Bibliography – The bibliography should follow the rules of the style guide used.

The structure of the final degree document should ideally reflect the design process followed which varies across and within disciplines depending on the project.

3.2 TITLE OF THE DOCUMENT

The title must be clear and concise and should reflect the nature of the project. It may be supported by a subtitle that will make it more explanatory. The title of the document should reflect the theme of the project as it makes for a lead-into the content. The title will also be indexed in the library catalogue, and once archived, it is through this title that the degree project will be referred to by peers, faculty, and research scholars. Hence, the student may wish to be creative but must ensure that the title does not confuse the reader or cause ambiguity.

For example, 'Visible-Invisible' may be an interesting and creative title from a student's point of view, but ambiguous for a reader. Chances are that someone coming across such a title in the online KMC catalogue will never be able to figure out what the project is all about. Therefore, the student must add a subtitle that reflects the nature of the project. Hence, in this case, the title could be changed to 'Visible-Invisible: Designing Furnishings for an Export House.'

3.3 THIRD PERSON NARRATIVE TO BE USED IN THE FINAL DEGREE DOCUMENT

The final degree document submitted by the student is a comprehensive research document chiefly comprising the identification of a problem/field of study, scope of the study, various methods used for data collection, analysis of the problem, and findings and conclusions. Therefore, it is recommended that the student avoid the use of first and second person pronouns while writing the document. Instead, it is recommended that he/she use pronouns of the third person in the document, as academic writing must be formal in tone. However, the student should use first person pronouns in the Acknowledgements section of the document.

First person pronouns: I, me, my, mine, we, us, our, ours

Second person pronouns: you, your, yours

Third person pronouns: he, she, it, him, her, his, hers, its, they, them, their, theirs

Here are three examples, the first note is written using the first person pronouns, while the second and third ones use third person pronouns:

First Person: *I was expected to conduct a study of various looms used to weave this cloth. I began to explore the cultural and symbolic significance these looms held in the craftspeople's lives and I found it extremely interesting. I had to ensure that I noted down the craftpeople's responses in great detail; I felt it was my responsibility to do so.*

The other members in my group were given other tasks; we were documenting the same weaving tradition after all! I enjoyed speaking to the families of craftspeople whose livelihood was dependent on weaving this cloth. I spoke to Asha and Nisha. Asha complained about salary being less. Nisha told me, "I studied till only the 10th standard and took to weaving soon after." I was touched and angered at the same time by the poverty in the craftspeople's lives and asked myself, "What on earth has happened to all the government schemes?" I would eventually start examining the raw materials used in weaving the cloth – this too was an important section of our study and I did not want to ignore it.

Second Person: *The student was expected to conduct a study on various looms used for weaving this cloth. She began to explore the cultural and symbolic significance these looms held in the craftspeople's lives. It was important that she accurately noted down the craftspeople's responses, as these were crucial to the findings of her study. These craftspeople led extremely bleak lives. The meagre income they earned through weaving was not enough to sustain their families. The student interacted with Asha and Nisha, the only women from the locality who had taken up weaving as a profession. While Asha complained about how wages for female weavers was lower than the ones for their male counterparts, Nisha had to discontinue her education and take up weaving in order to support her family. It was found that though government schemes were in place, their implementation was extremely skewed. For the next stage of her study, the student examined the raw materials used for weaving this cloth.*

Third Person: *This final degree document is a meticulous study on various looms used for weaving this cloth. The document begins by exploring the cultural and symbolic significance these looms held in the craftspeople's lives. The accurate description of the craftspeople is indeed a crucial input in the document. The meagre income they earned through weaving was not enough to sustain their families. This document records the experiences of Asha and Nisha – the only women in the locality who had taken up weaving as a profession. While Asha complained about how wages for female weavers was lower than their male counterparts, Nisha had to discontinue her education and take up weaving in order to support her family. It was found that though government schemes were in place, their implementation was extremely*

skewed. The next section of the document focuses on the raw materials used for weaving this cloth.

The use of third person pronouns ensures objectivity in the document. It correctly establishes that the student/writer gives foremost importance to the subject or topic being discussed, making the relation between the student/writer and the reader a secondary one. The third person narrative also makes the document objective and lends greater authority to the student's work. The third person narrative also seems less biased when arguments are presented. It also strongly establishes that it is the student's individual point of view that is being expressed throughout the document. Also, the final degree document is based on factual details and must refrain from including personal opinions and views, made very obvious by the frequent use of the self-referential – I. It is necessary that the third person narrative be used consistently throughout the document in order to ensure effective reading. Simply put, the third person narrative is similar to narrating a story, wherein the student, as a participative yet impersonal observer, explains in detail various stages of his/her project – right from the introduction to the conclusion.

3.4 THE VISUAL LANGUAGE OF FINAL DEGREE DOCUMENTS

Font and Size: The font Frutiger must be used for the cover page and the jury certification sheet. Please refer to the K-Portal for a sample. Alternatively, you can contact the Placement Office for further information.

The cover template and jury certificate available on the intranet are to be mandatorily used without modification in typeface and format. If the cover and jury certificate are found to be varying in visual style, the student will be asked to reprint them in the right visual style. A sample of the cover page and the jury certification sheet is available on the intranet.

Acceptable sizes in which the document must be submitted:

- A4 portrait (210mm x 297mm), A4 landscape (297mm x 210mm), A4 square (210mm x 210mm)
- A3 portrait (297mm x 420mm), A3 landscape (420mm x 297mm), A3 square (297mm x 297mm)

All technical drawings or prints should be appended to the document or as a separate volume if required. In case the final degree document covers copious data, it is always better to divide the document into two or three volumes instead of submitting a single cumbersome document. It is preferable to have one volume with double-sided pagination. It is important to note that the

contents will determine which of the above size and orientation best suit a student's documentation.

Margins: It is essential to maintain a 1-inch or 2.5-cm margin on the left hand side, so that there is adequate space for binding. Margins from the top, right and bottom sides should not be less than 1.5cm.

Typography: For higher legibility and readability, it is recommended to use fonts such as Helvetica, Calibri and Garamond. It is also essential to vary the size, weight and style of fonts used for different elements of the text. For example, the font size, style and weight used for headings, sub-headings, body text, quoted passages inserted into the main text, text as captions for images or tables, footnotes, etc. should vary to delineate hierarchy or emphasis as required.

Images: Images sourced or photographed for the document should ideally have a resolution of no less than 300dpi. The TIFF format is preferred. Images placed in the document should be sized appropriately so that they are readable. Each image/table/illustration/figure needs to be numbered and captioned. The source of images that do not belong to the author and have been obtained from sources such as the Internet, books, journals or photographers, etc. need to be acknowledged in the document.

Layout: Sample layouts will be placed on the intranet for reference.

Digital Tools: Software applications such as InDesign, Photoshop and Illustrator are used extensively during documentation. The Institute can also facilitate setup group demonstrations of the software by an expert if required. Microsoft PowerPoint or Microsoft Word should not be used for creating layouts.

Printing:80–120-gsm matt paper for the inside pages; 130-gsm uncoated paper for the jury certification sheet; and 230/250-gsm matt art card for the title/cover page is recommended. The front and back covers need to be laminated. Double sided printing is mandatory in order to reduce the thickness and weight of the final document.

Binding: Spiral binding the document is mandatory. However, student may choose wire binding or spiral (plastic) binding. Spiral binding is preferred as pages can be added and removed if needed post jury recommendations.

3.5 SUBMISSION OF THE DEGREE DOCUMENT

Students can submit their final degree on the date mentioned in the registration form. Extension may be provided for 3 months in a 6-month project and for 2 months in a 4-month project.

The student is expected to submit two hard copies of his/her final degree document. One of the copies must be submitted to the KMC after the student successfully clears the final degree jury, while the other copy is returned to the student. If the project is an industry-sponsored one, then the student is obligated to send a copy of the document to the sponsor/client. As part of the final submission, a student must also submit a digital copy of the document in PDF format on a CD.

For instance, in Film and Video Communication & Animation Film Design the student is expected to submit a DVD of his/her film along with the final degree document to the Academic Office, after getting the technical quality of the film checked and approved by Film & Video Lab/Animation Lab. Likewise, apart from the written document, a submission may include one or more of the following: a set of technical drawings, a set of samples (in case of textiles), an audio/video cassette, a prototype built to scale, and so on. For specific submission of samples, films, videos, mock-ups, the students must consult their respective guides and Discipline Coordinators.

A student is eligible to appear before the final degree jury only after he/she submits two copies of the document to the Academic Office. In addition to the printed documents, he/she is required to submit in a specified format, a performance report that has to be checked and signed by his/her sponsor and his/her guide. The final date for submitting all the required documents/reports is the last day of the academic year in which the student is due to graduate as per his/her enrolment, in order for the student to be eligible for Convocation in the same calendar year.

However, submission before this date only ensures a jury date. The Convocation and awarding of final degree in the same year is subject to the outcome of the evaluation and the student's ability to complete the follow-ups before the specified date.

3.6 EXTENSION OF THE DEGREE PROJECT

An extension for submission is not allowed, except in those cases where the student cannot complete the project due to a serious illness or any other unavoidable circumstances such as a family member's sudden demise, or an inexplicable conflict of interest with the sponsor; in which case, the student must submit a written request for extension to the Activity Chairperson, Education, through his/her guide. The student will need to justify the duration of extension required through his/her guide. The Activity Chairperson, Education, will use his/her discretion

to grant the permission based on whether he/she is convinced of the need and genuineness of the reason. Maximum extension can be requested for:

- 8 weeks, in case of a 16-week (4-month)-project
- 12 weeks, in case of a24-week (6-month)-project. The maximum extension that can be allowed for degree project submission is up to 1 semester, provided the total duration, including the extension does not exceed 1 academic year.

3.7 RE-REGISTRATION

In case a student fails to submit the project within the stipulated time frame of 24 weeks, the Institute will not send the project for evaluation by the jury. The student will have one more opportunity to complete the degree project, subject to the recommendations of the faculty guide for the first project and the respective Discipline Coordinator. If the first faculty guide, Discipline Coordinator, and the Activity Chairperson, Education, disapprove of the attitude and initiative reflected in the first attempt, no further attempt will be granted. If this is the case, he/she will be issued a Course Completion Certificate, which will indicate the total time spent at the Institute, the courses studied and their duration. If the student fails to submit the project on time, even after the second attempt, he/she will be asked to discontinue the Professional Education Programme.

Registering for a fresh project would involve re-registration charges of ₹5,000, an amount that is periodically revised.

3.8 YOUNG DESIGNERS

Every year NID publishes the Young Designers – a publication that showcases the degree projects of all graduating students. It is compulsory for all students to submit information pertaining to their degree project. It is from this database that contents are selected for each degree project description in Young Designers.

The following content is to be submitted on a CD or online through Circulaid:

- The student's personal email ID (not his/her NID email ID)
- A synopsis (of no more than 300 words) of the project along with five to seven keywords that best describe their individual projects. The synopsis must be written in third person and must comprise 3 elements –project aim/design brief (original and redesigned brief); any variation in the usual design strategies/process/treatment for the final product/film;

unique design features/attributes that make the final concept/product stand apart from the ordinary. Please browse http://youngdesigners.nid.edu/archive/yd13/ for reference.

- 5high-resolution images of the product, in a descending order of the student's preference. It is important to note that the first image will be the primary image, and all or some of the images will be secondary images in the actual Young Designers publication.

- 2high-resolutionphotographic portrait of the student. Sunglasses, closed eyes or experimental facial expressions will not be acceptable in the portrait.

- The final degree document including the cover page in PDF format.

- The students must submit this information before appearing for the jury, and the guide will duly verify the same before the student can proceed for the jury.

3.9 RIGHTS OVER THE STUDENT'S DESIGN

In case a client sponsors the project, the sponsoring organisation will own the rights of the design, provided the sponsor pays the prescribed contribution to NID towards education and research promotion. NID/faculty guide(s), along with the student-designer will own the copyright of the final degree document.

NID will hold the rights to publish the student's final degree project work for promotion of the Institute. In case the sponsor does not commercially develop the sponsored work within two years of submitting the final degree document (unless extension is sought in specific cases), the design rights will automatically revert to NID.

In case the design solution presented for the degree project is not sponsored by any client, and it presents scope for further development or implementation, or the possibility of commercial exploration, the Institute in consultation with the student will follow the necessary steps to achieve these ends. In such cases, the IPR will rest with the Institute, while royalty will be shared. In all his/her dealings with the sponsor, the student must ensure that he/she does not violate the sponsor's and NID's intellectual property rights as per the IPR policy guidelines in force at that time. The Institute will take no responsibility in case a student is involved in infringement of rights of the sponsoring agency.

4. The Degree Project Jury

4.1 JURY DATE

The Academic Office, in consultation with the student's Guide schedules the jury.

- Instead of individual student juries throughout the year, the Institute organizes group juries. Students will get specific time slots for the group juries. If the given time slot is not suited to the student, he/she will be given the next time slot for the jury.
- In group juries, up to 6 juries of the same discipline can be organized on the same day.
- With increase in student number, group juries are more effective in terms of time management, human resource planning and showcasing of graduating student's work to industry.
- Digital document/printed document needs to be circulated one month in advance to the jury panel before the final jury date. For projects with NDA, dedicated space should be provided in NID campus where jury panel can review the student's document in person.

4.2 JURY PRESENTATION

There are various approaches/methods by which degree projects are required to be presented before the final degree Evaluation Jury. A student should therefore discuss with his/her guide the type and format of documentation accepted and also the approaches/methods through which the findings of the project are to be presented.

It is advisable for the student to display all the exploratory sheets, sketch books/diaries, mock-ups, prototypes, models, installation, film and other supplementary material (including literature) he/she may have made during the course of the project.

4.3 JURY PANEL

The jury panel typically consists of:

- **Jury Chairperson** – He/she should be from same Design Faculty, for specific group of disciplines. He/she should be having teaching experience of more than 10 years, who can oversee proper adherence to jury procedure and will chair all juries for that specific group for that specific date.
- **Guide** – The student's faculty guide at NID

- **External Experts** – Experts can be invited, having different subject expertise, under the broader umbrella of the specific discipline. He/she can be a practising designer, industry representative or an academician who is selected based on the nature/domain/subject of the student's project.
- **A faculty member** from his/her discipline (could also be the Coordinator) or the broad faculty stream in which his/her discipline falls.

4.4 JURY PROCESS

The jury must begin by introducing the student to all members on the panel post which the student is requested to leave the room. The guide(s) discusses the student's project (in his/her absence) and the manner in which he/she worked on various stages of the degree project. Thereafter, the student is invited back to present to the panel various aspects of his/her project. The student is allotted 20 minutes for the presentation. The panel will cross-question the student during or after his/her presentation, based on which an internal panel discussion, in the student's absence, may ensue for around 10 minutes.

Post discussion, the jury's feedback is communicated to the student directly by the entire panel along with the necessary follow-ups, if any.

The final degree document is circulated among the jury panel members in advance so that they are familiar with the project and can formulate questions/points pre discussion. Hence, it is recommended that during the jury, the student must not repeat the same facts that have already been stated in his/her final degree documentation. The student may talk about the process and experiential aspects instead.

During the student's absence from the jury, the panel deliberates on the worthiness of the work presented and the possibility of awarding the final degree to the student.

4.5 JURY OUTCOMES

There may be three possible outcomes of the jury:

- The student passes the viva, in which case the jury recommends that he/she be awarded the NID Degree without any modifications to the submitted manuscript or addition to the work conducted.

- The student is asked to do some minor or major follow-up work on specific aspects of his/her project. This may or may not include the documentation.
- If the work is not meritorious enough (in quality or quantity of original work) to be awarded the NID Degree, the student is asked to redo the degree project. This involves re-registration with a new project.

All panel members, except the jury chairperson will sign both copies of the final degree document if the project is complete in all respects.

In case of a major follow-up, the Academic Office will send documents to the panel members for their signatures once the student satisfactorily completes corrections assigned to him/her. The student is required to submit the No Dues form, duly signed by all concerned to the Academic Office, where, upon verification, the student will be given one copy of his/her final degree document. The other copy will be retained and archived in the KMC.

4.6 POST JURY

a) Jury members are to sign on the Project Report to certify their perusal of the project. The student will then submit the documents to the Academic Office.

b) If any follow-up of the project is required, the student will submit the project document to the Academic Office after completion of follow-up and as certified so by the project guide.

c) Before the document is sent for the signature of the chairperson of the jury, the guide should add remarks in the document stating the details of the time involved in completion of the project. The remarks could be as follows:

- 'This project with a maximum provision of 26 weeks in the curriculum was completed in _____ weeks.'
- 'This project with a maximum provision of 26 weeks in the curriculum was completed in _____ weeks and a further follow-up of _____ weeks after the jury.'

d) This is then counter signed by the chairperson of the jury and all documents are to be submitted to the Academic Office.

e) The student will then fill up the 'Data of Graduating Form.'

- One of the Academic Office staff will then make entries in the record after which the document shall be sent to the library.

- A Provisional Certificate can now be issued to the student on condition that all financial dues are cleared. The student can also collect the refundable deposit after going through the required procedure.

❖ **CONVOCATION**

NID's Annual Convocation is held in December or in the early part of January. This important occasion is marked by week-long events which include public participation. An eminent person is invited to deliver the prestigious Convocation lecture.

5. Relevant Links and Samples

1.*http://circulaid.nid.edu/*

DEGREE PROJECT

Card game for Gotham Comics

Sponsor : Gotham Studios (Asia), Bangalore

Volume : 1

STUDENT : MURALI KRISHNA S MENON

PROGRAMME : Masters of Design (M. Des)

GUIDE : GAYATRI MENON

2016

INDUSTRIAL DESIGN FACULTY (TOY & GAME DESIGN)

राष्ट्रीय डिज़ाइन संस्थान
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राष्ट्रीय डिज़ाइन संस्थान
NATIONAL INSTITUTE OF DESIGN

The Evaluation Jury recommends MURALI KRISHNA MENON for the

Degree of the National Institute of Design

IN INDUSTRIAL DESIGN (TOY & GAME DESIGN)

herewith, for the project titled "CARD GAME FOR GOTHAM COMICS"

on fulfilling the further requirements by*

_____ _____ _____

Chairman

Members :

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

Jury Grade : _____

*Subsequent remarks regarding fulfilling the requirements : _____

This Project has been completed in _____ weeks.

_____

_____

Activity Chairperson, Education   _____

ORIGINALITY STATEMENT

I hereby declare that this submission is my own work and it contains no full or substantial copy of previously published material, or it does not even contain substantial proportions of material which have been accepted for the award of any other degree or final graduation of any other educational institution, except where due acknowledgement is made in this graduation project. Moreover I also declare that none of the concepts are borrowed or copied without due acknowledgement. I further declare that the intellectual content of this graduation project is the product of my own work, except to the extent that assistance from others in the project's design and conception or in style, presentation and linguistic expression is acknowledged. This graduation project (or part of it) was not and will not be submitted as assessed work in any other academic course.

Student Name in Full: _____

Signature: _____

Date: _____

COPYRIGHT STATEMENT

I hereby grant the National Institute of Design the right to archive and to make available my graduation project/thesis/dissertation in whole or in part in the Institute's Knowledge Management Centre in all forms of media, now or hereafter known, subject to the provisions of the Copyright Act. I have either used no substantial portions of copyright material in my document or I have obtained permission to use copyright material.

Student Name in Full: _____

Signature: _____

Date: _____

Degree Project
Submission Form

राष्ट्रीय डिज़ाइन संस्थान
NATIONAL INSTITUTE OF DESIGN

Date: /   /20

To,
Academic Administration

I have gone through the diploma document of

Mr/Ms _____

of the_____ discipline (☐ B.Des. / ☐ M.Des.) and approved the same.

I request the acceptance of the document thereof.

_____
Name & Signature of Guide

To be filled by student

Student Name   _____

Discipline   _____ Programme _____

NID Email ID   _____ Non-NID Email ID _____

Mobile No   _____

Year of Joining   _____

Project Title   _____

Guide Name   _____

Sponsor Name   _____

Sponsor Address _____

_____

Checklist

Digital Documentation (Check the guidelines printed overleaf)

☐ CD-1 for Young Designers   ☐ CD-2 for KMC (NID Library)

_____
Digital Documentation Incharge

Academic Office Checklist

Degree Document (2 sets of hard copy) Volume ☐ of ☐ Total No of Doc. ☐

Fees: ☐ Paid ☐ Pending

Degree Registraton Fees: ☐ Paid ☐ Pending

_____
Academic Office