

Introduction

Project Based Learning is the application of the comprehensive methodology to inculcate the spirit of strategizing industry operations in a real-time environment.

Through the new collaboration with Qollabb, students of Amity Online's MBA program will gain structured access to live industry projects, mentorship from seasoned professionals, and certification on successful completion.

This initiative fosters essential skills such as strategic thinking, problem-solving, communication, and industry alignment.

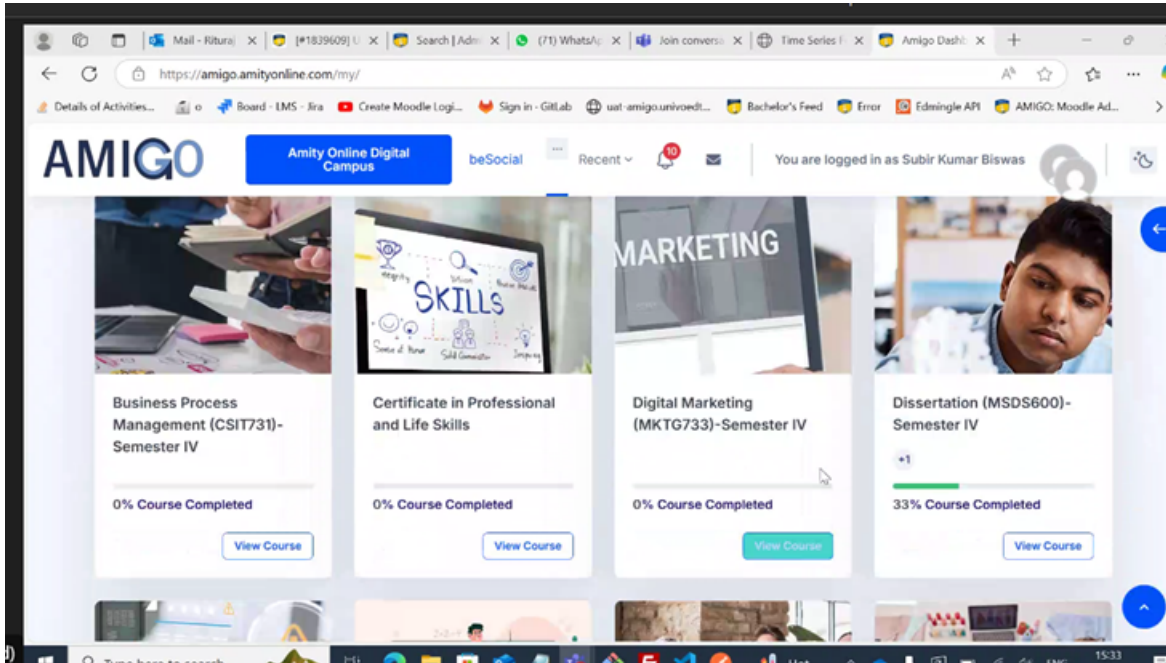
The project work aims to foster students with an opportunity to develop conceptual, analytical, communication and interpersonal skills.

To support the students in their project journey:

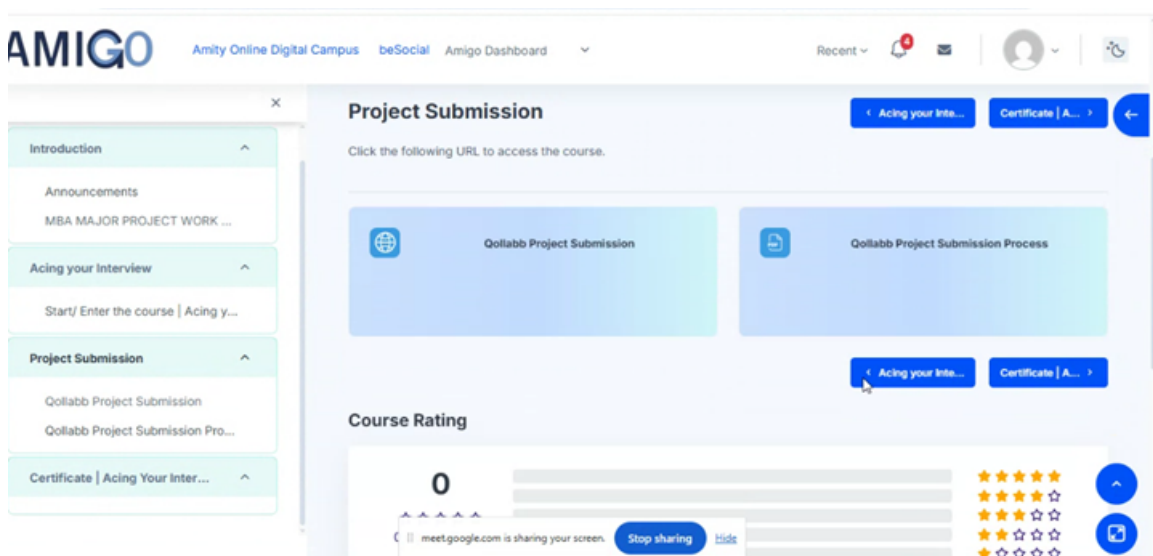
- A. Qollabb will assign relevant projects from companies that align with your specialization.
- B. Industry experts from Qollabb's network will guide and mentor you through the duration of the project.
- C. Qollabb will evaluate and certify the completed projects based on predefined criteria.

Accessing Your Project Platform

1. Go to your LMS (Amigo) Portal and click on **Dissertation (MSDS600)-Semester IV**.



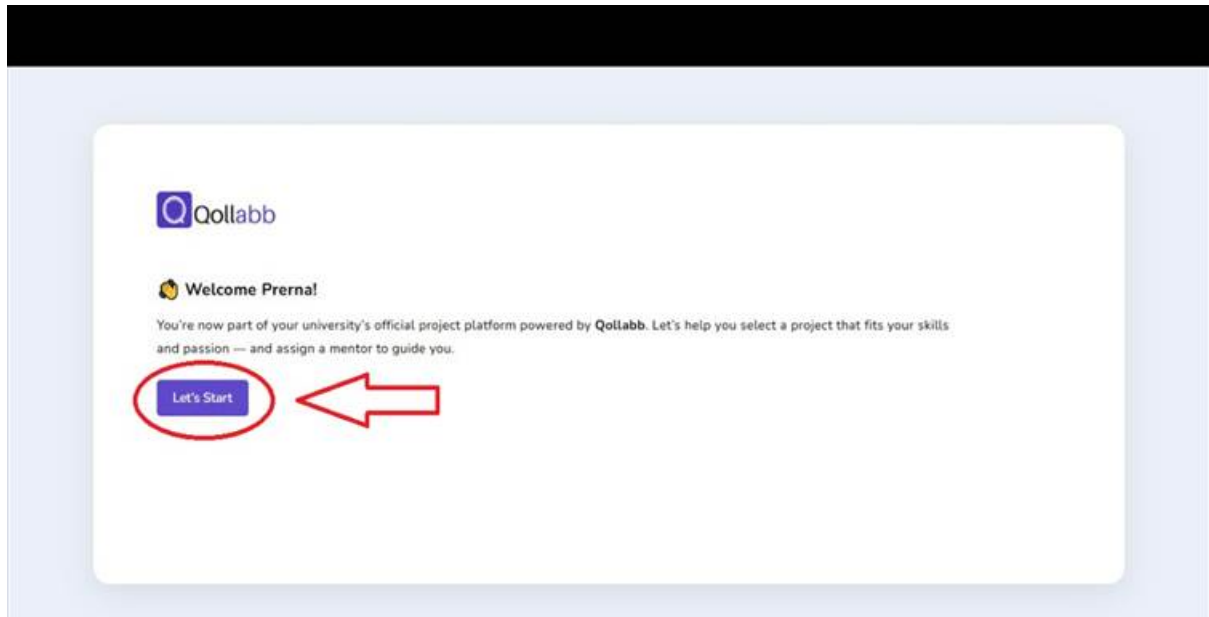
2. Click on "Qollabb Project Submission" on the page.



Begin by logging into the Qollabb portal through your Amigo dashboard.

3. You will be redirected to Qollabb platform's dashboard.

You'll land on the welcome page — now click **'Let's Start'** to begin.



4. Fill in Basic Details

Enter your mobile number, alternate email ID, create a password, and complete ID verification.

Once done, click on **'Confirm and Proceed'**.

A screenshot of the "Verify Your Profile" form on the Qollabb platform. The form contains several fields with their current values: Name (Purna Singh), Email (purna1@yopmail.com), Program (DISSERTATION (MSDS600)-SEMESTER IV-), Specialization (Finance and marketing), Mobile Number (+91 00000-00005), Alternate Email * (Used only for communication emails), Password * (+7 characters), and Confirm * (+7 characters). Each of these input fields has a red arrow pointing to it from the right. At the bottom left of the form, there is a blue button labeled "Confirm & Proceed", which is circled in red. At the very bottom of the page, there is a small note: "Program and specialization are fetched from your university/college login."

5. Choose Your Interests

Now select up to **five interest areas** based on your specialization.

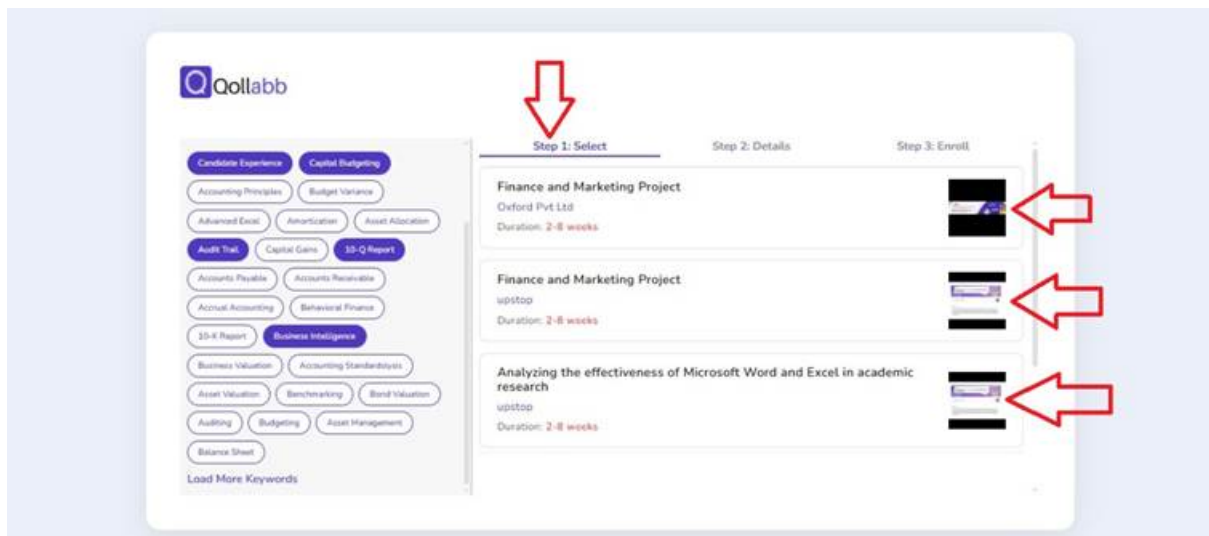
You can either **search for keywords** or click **'Load More'** to explore additional topics.

Once ready, click **'See Matching Projects'**.

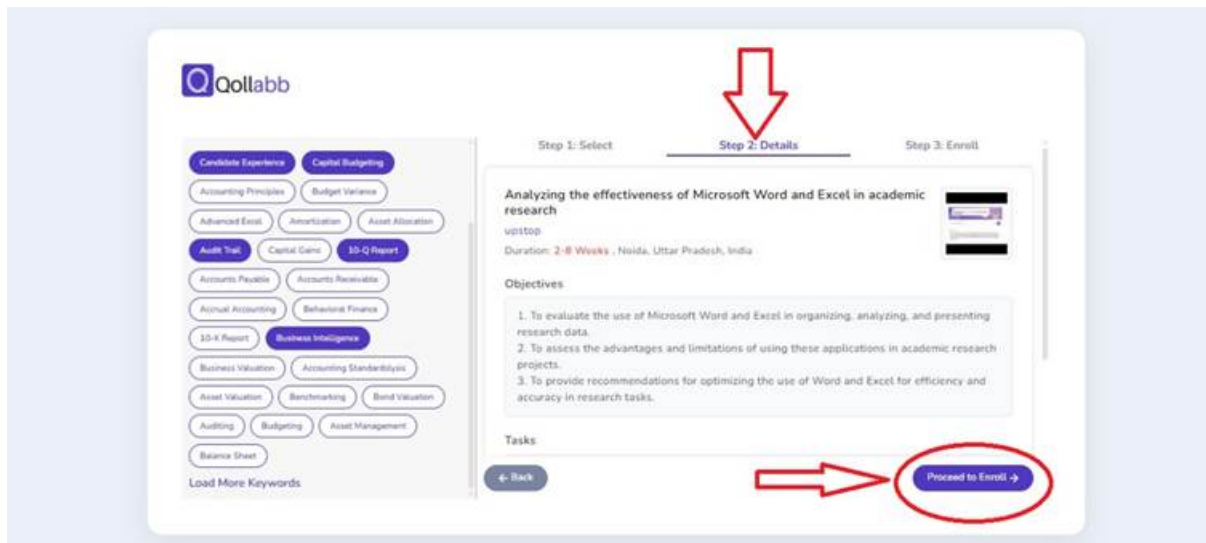


6. Select Your Project

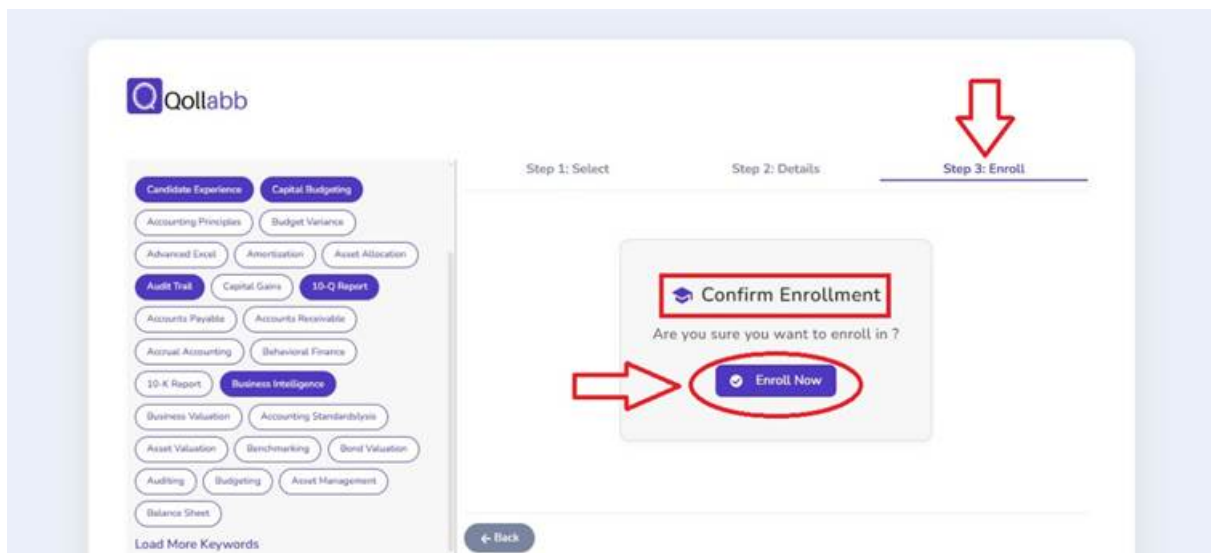
You'll now see a list of projects based on your selected keywords.



7. Click on the **Title of the Project** you are interested in to explore any project further.



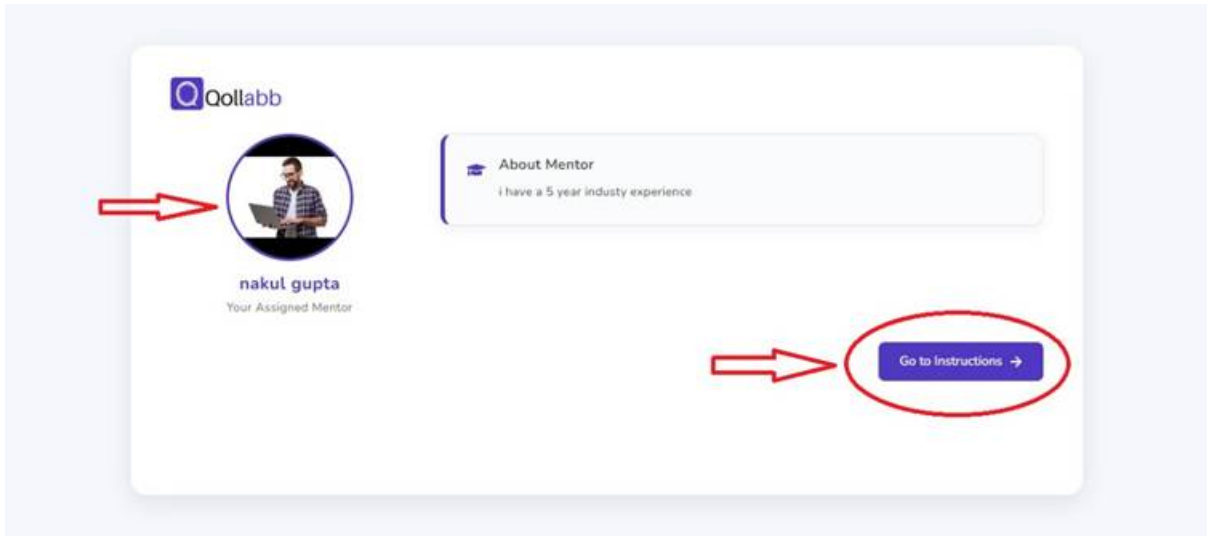
8. If you like the project, click **'Proceed to Enroll'**



Then confirm by clicking **'Enroll Now'**
You've successfully enrolled!

8. View Assigned Mentor

After enrolling, you'll see the name and details of your **assigned mentor**.



9. Click on '**Go to Instructions**' to proceed.

Read the Guidelines

"You'll now land on the **Instruction Page** — please read this carefully.

It includes:

- Your student info, alternate email, and password
- Details of your assigned project and mentor
- Guidelines on report submission, viva, and evaluation
- How to raise queries or chat with your mentor
- Tips on updating your profile and using your dashboard

Welcome to Qollabb, sparsh!

Your complete guide to navigating and completing your project successfully.



Student Info, Alternate Email & Password

- In the first step, you reviewed and updated your personal details.
- **Alternate Email** is used only for communication — it cannot be used to log in.
- You created a password which can now be used for direct login on Qollabb using your registered college email.
- You can change this password anytime by going to **Settings** in the sidebar on your dashboard.



Project & Mentor Assignment

- You've successfully enrolled in a project.
- Your mentor, will guide you throughout your project.
- You'll receive email confirmation about your project and mentor on both emails.



Mentor Sessions & Notifications

- Your mentor will schedule sessions on the platform.
- You'll be notified about sessions on both college and alternate email.
- Join sessions via **Dashboard** → **Group Sessions** or **Mentors** tab in sidebar.
- You can only join sessions **10 minutes** prior to their start time.



Dashboard Usage & Profile Update

- Your dashboard shows your complete project progress and updates.
- If not done already, update your profile details from the sidebar.
- You can track everything from sessions to report submissions here.



Final Report Submission

- Weekly reports are not mandatory, but highly recommended as they help your mentor track your progress and provide timely feedback.
- Click **'View Project'** on your dashboard to open the project page.
- Scroll to find **'Project Report'** section and use the dropdown to upload your final report.
- Report formats and guidelines can be downloaded from the same page.
- Use **Professor Shodhak**, our AI guide, for project support.



Evaluation & Viva

- Once your report is submitted, your mentor will evaluate it.
- Post-evaluation, your mentor will conduct a viva.
- Both evaluation and viva statuses will be updated on your dashboard.



Certificate of Completion

- After successful evaluation and viva, your certificate will be generated.
- You'll receive it on both emails and can download it from the dashboard.
- Check status bar on dashboard for certificate download option.



Chat with Mentor

- Click the **'Chat'** button on the mentor card on your dashboard.
- All conversations are visible under the **Messages** tab in the sidebar.



Raise a Query (Helpdesk)

- If you face any issue, go to the **Helpdesk** tab in the sidebar.
- Our team will respond to your query within **12-24 hours**.

You're all set! Follow these steps carefully and reach out if you need help.

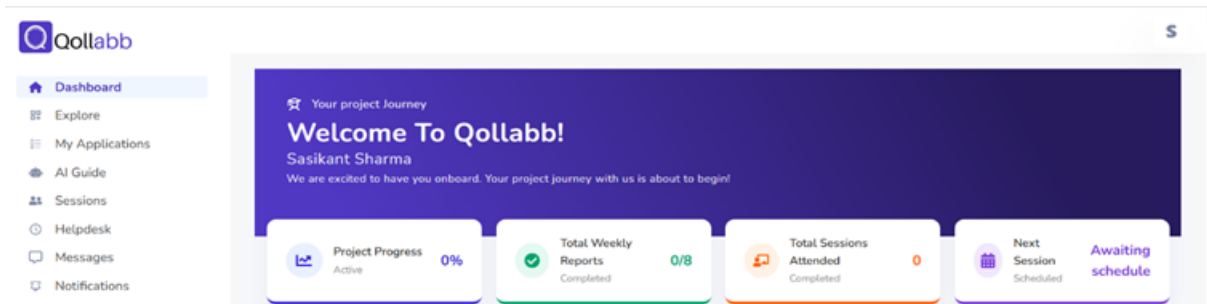


Next →

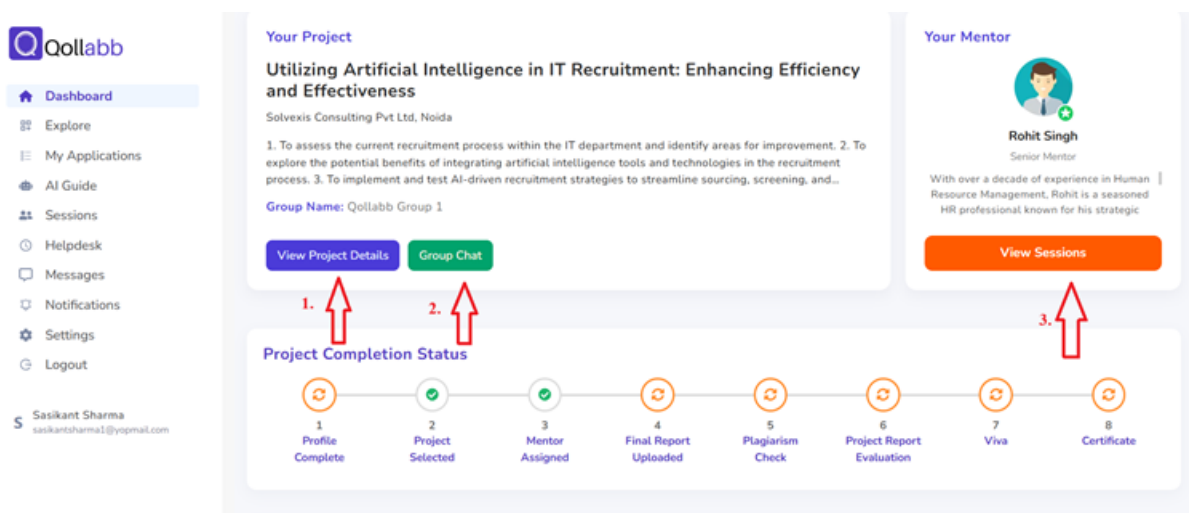
Once done, click **'Next'** to continue.

10. Access Your Dashboard

You'll now be redirected to your **Qollabb** dashboard.



You'll now land on your personalized Qollabb dashboard — this is where all your project activities take place.



Here, you can view your **Project Details, Mentor Name, Project Title, Project Completion Status** and access important tools such as:

- **1. View Project details**
- **2. Group Chat**
- **3. View Session**

Let's explore these one by one:

1. View Project Details:

The screenshot displays the Qollabb interface for a project titled "The impact of Remote Work on Employee engagement and performance in post pandemic era" by BluePeak Advisory, Pune. The top navigation bar includes "Project Overview" (highlighted with a red arrow), "Project Milestones", "Final Report Submission", "Evaluation Status", "Resources", and "Instructions". The main content area shows "Project Objectives" and "Project Tasks" with a list of four items each.

Project Objectives:

1. To explore the relationship between remote work and employee engagement in the post-pandemic era.
2. To examine the impact of remote work on employee performance in the post-pandemic era.
3. To identify best practices and strategies for promoting employee engagement and performance in remote work setups.
4. To propose recommendations for organizations to enhance employee engagement and performance in the remote work environment.

Project Tasks:

1. Conduct a literature review to explore existing research on remote work, employee engagement, and performance.
2. Design and implement surveys or interviews to collect data on the experiences of employees working remotely in the post-pandemic era.
3. Analyze the data collected to assess the impact of remote work on employee engagement and performance.
4. Develop recommendations based on the findings to help organizations improve employee engagement and performance in remote work setups.

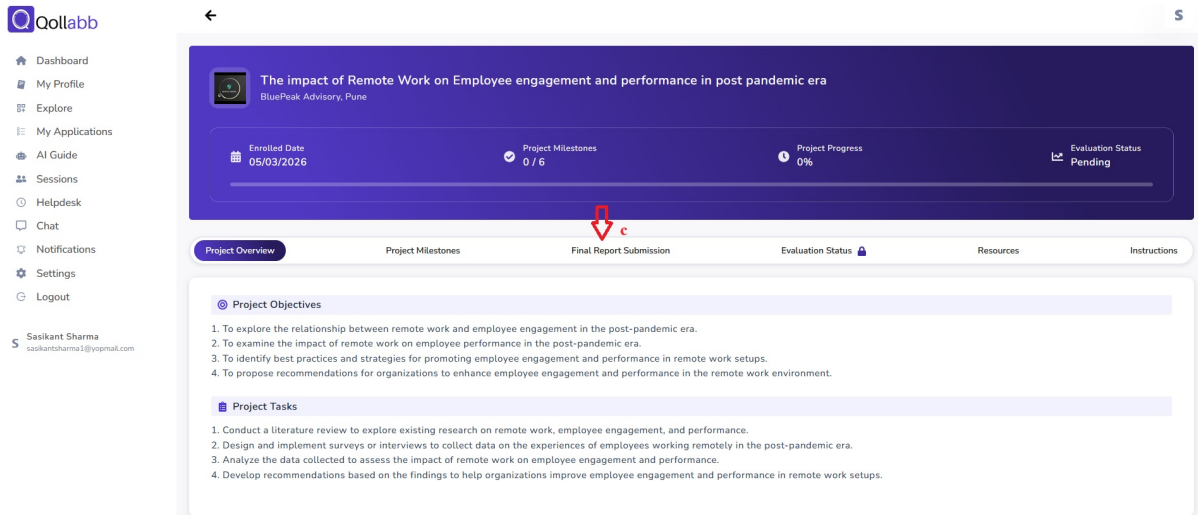
a. Project Overview:

This gives you brief description of the whole project, including the project objectives and project tasks.

This screenshot is identical to the one above, showing the same project details page. However, the red arrow now points to the "Project Milestones" tab in the navigation bar.

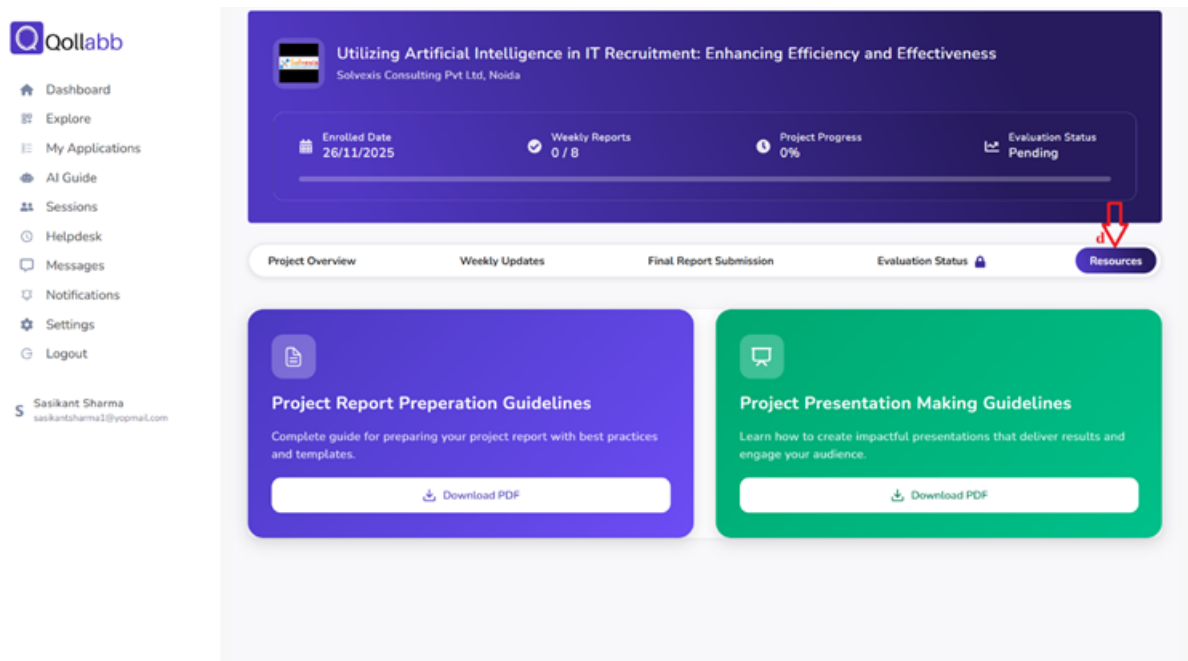
b. Project Milestones:

This is the place where you can upload your milestones reports, Click on Mark as Complete and upload the report.



c. Final Report Submission:

Here, you can submit the final project report, final presentation etc. Simply, upload the file and click on submit.



d. Resources:

Here, you will find the necessary documents like Project Report Guidelines, Presentation Making Guidelines.

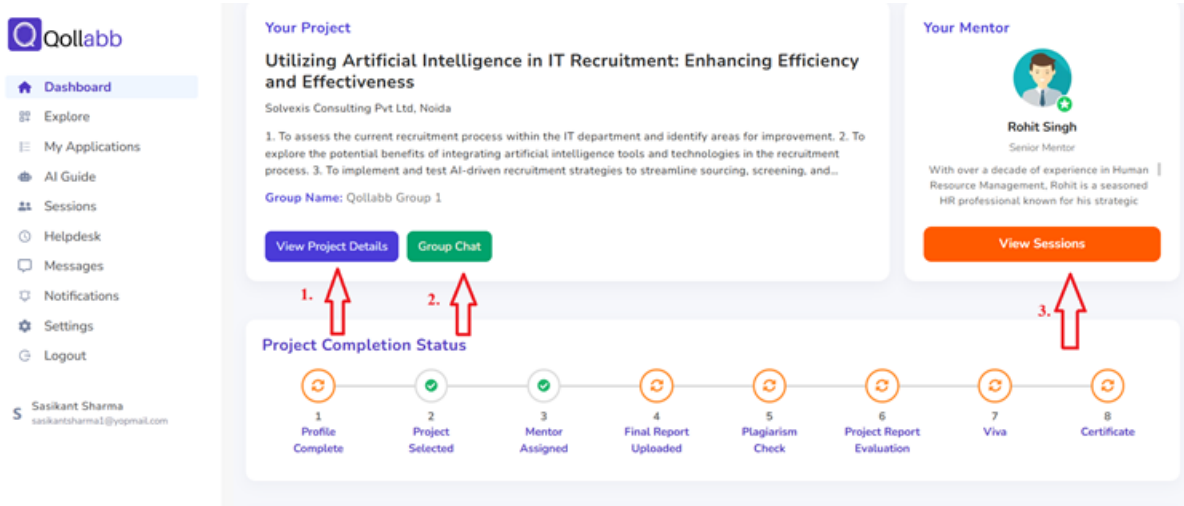
Go Back to the Dashboard

The screenshot displays the Qollabb dashboard interface. On the left is a navigation sidebar with options: Dashboard, Explore, My Applications, AI Guide, Sessions, Helpdesk, Messages, Notifications, Settings, and Logout. The main content area is titled "Your Project" and features a project titled "Utilizing Artificial Intelligence in IT Recruitment: Enhancing Efficiency and Effectiveness" by Solvexis Consulting Pvt Ltd, Noida. Below the title are two buttons: "View Project Details" (blue) and "Group Chat" (green). Red arrows point to these buttons, with "1." above the first and "2." above the second. To the right is a "Your Mentor" section for Rohit Singh, Senior Mentor, with a "View Sessions" button (orange) and a red arrow pointing to it labeled "3.". Below these is a "Project Completion Status" progress bar with 8 steps: 1. Profile Complete (green), 2. Project Selected (green), 3. Mentor Assigned (green), 4. Final Report Uploaded (orange), 5. Plagiarism Check (orange), 6. Project Report Evaluation (orange), 7. Viva (orange), and 8. Certificate (orange).

2. Group Chat

Click on **Group Chat** to connect with your mentor and fellow project mates. This is where most group discussions and announcements will happen.

The screenshot shows the Qollabb Group Chat interface. The left sidebar is identical to the dashboard view, with "Messages" highlighted. The main chat area is titled "Group Chat" and contains a search bar and a message from Cicero's "de Finibus Bonorum et Malorum". The message text is: "who loves or pursues or desires to obtain pain of itself, because it is pain, but because occasionally circumstances occur in which toil and pain can procure him some great pleasure. To take a trivial example, which of us ever undertakes laborious physical exercise, except to obtain some advantage from it? But who has any right to find fault with a man who chooses to enjoy a pleasure that has no annoying consequences, or one who avoids a pain that produces no resultant pleasure?" Below this is a section titled "Section 1.10.33 of 'de Finibus Bonorum et Malorum', written by Cicero in 45 BC." followed by a 1914 translation by H. Rackham: "On the other hand, we denounce with righteous indignation and dislike men who are so beguiled and demoralized by the charms of pleasure of the moment, so blinded by desire, that they cannot foresee the pain and trouble that are bound to ensue; and equal blame belongs to those who fail in their duty through weakness of will, which is the same as saying through shrinking from toil and pain. These cases are perfectly simple and easy to distinguish. In a few hours when our course of..."

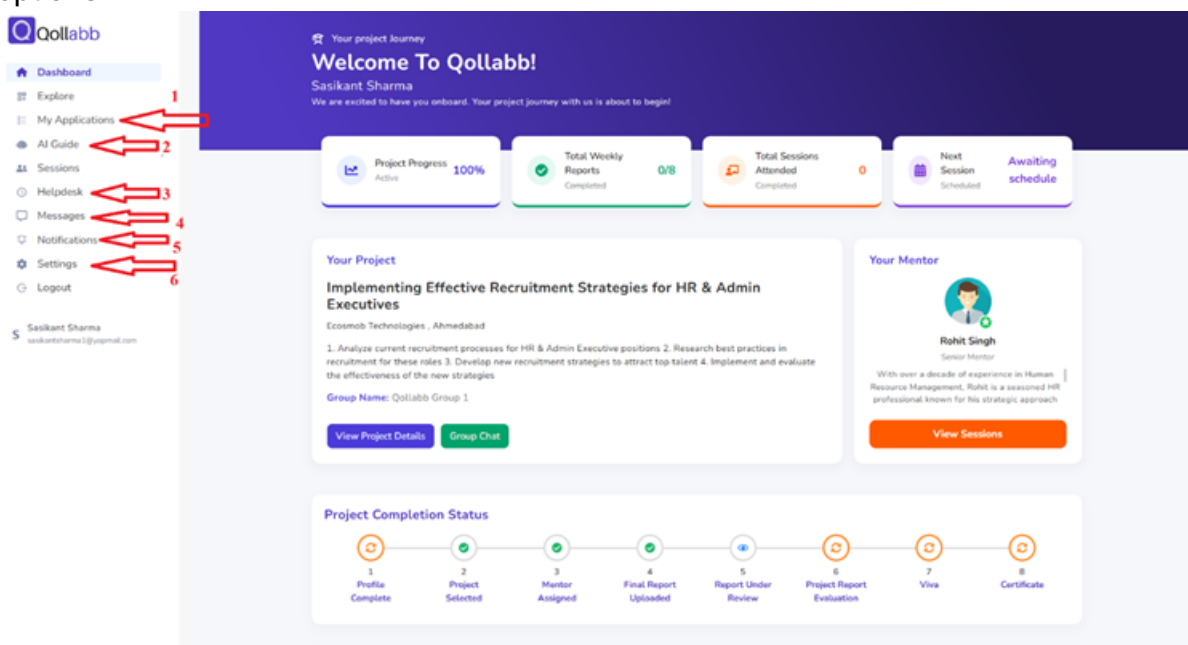


3. View Session

Click on **View Session** to see all the upcoming sessions scheduled by your mentor. Make sure to attend them — they're important for your learning and evaluation.

11. Explore the Left Menu Options

On the left-hand side of the dashboard, you'll see a menu with several helpful options:



My Applications

This section shows you the project you've enrolled in.

AI-Guide

This is our 24*7 AI assistance available for students, you can ask him your queries related to project.

Helpdesk

If you have any queries or technical issues, raise a ticket here. The Qollabb team will get back to you.

Messages

Here, you can check messages sent by your mentor.

Notifications

Stay updated with reminders and announcements related to your sessions and submissions.

Settings

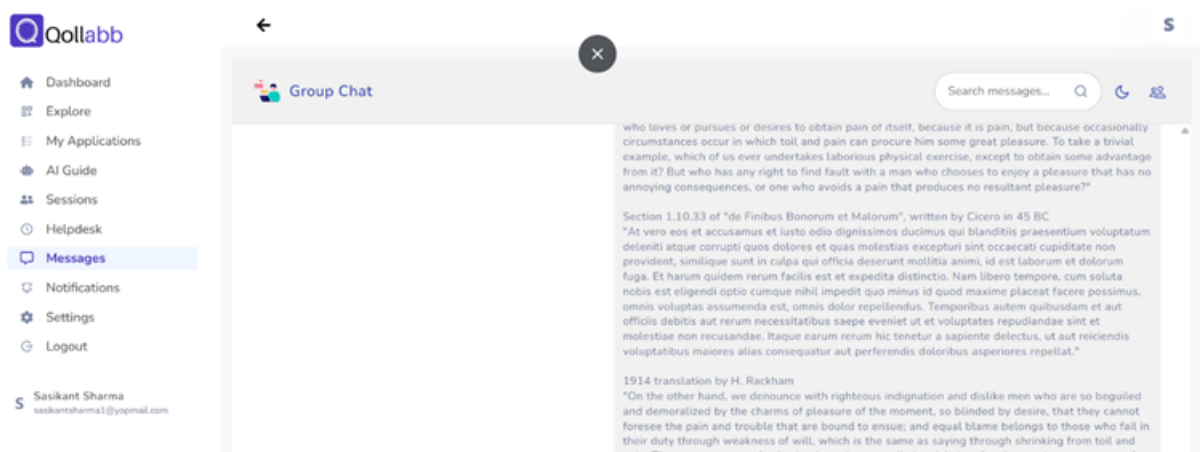
Use this section to update your password or edit your profile if needed.

And that's it — your Qollabb dashboard is now ready to use!

From here, you'll connect with your mentor, attend sessions, submit your reports, and complete your project journey.

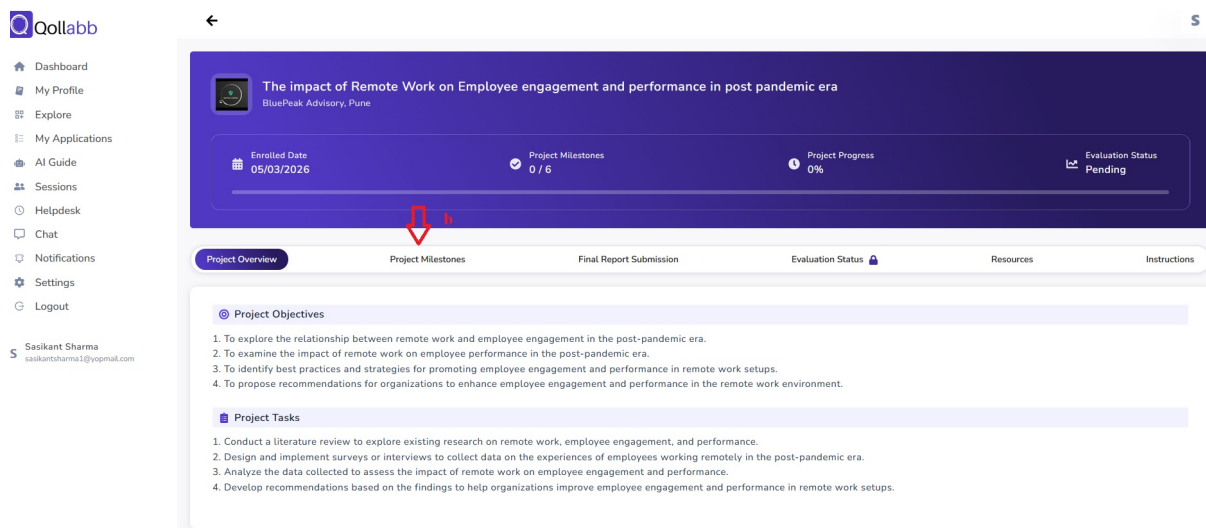
Communication Tools

- Use **Group Chat** to join in the group discussions led by your mentor



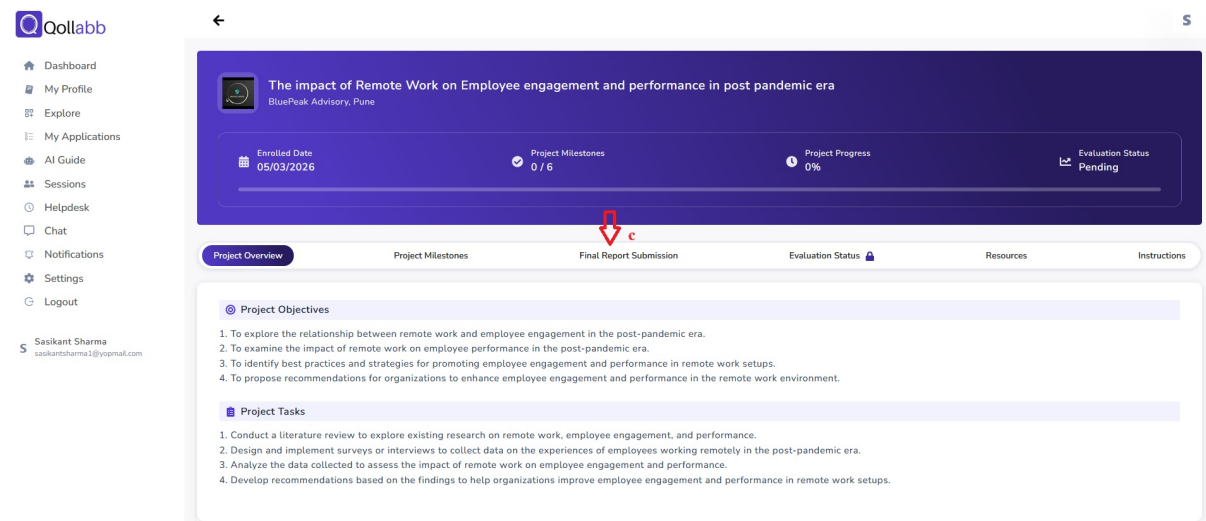
How to submit your milestones updates during the project and final project report on completion of project

Go to View Project Details from Qollabb Dashboard, Click on



Project milestones

This is the place where you can upload your milestone reports, Click on Mark as Complete and upload the report.



Final Report Submission:

Here, you can submit the final project report, final presentation etc. Simply, upload the file and click on submit.

Selection of Project work Topic

It is important to distinguish between 'project work topic' and 'project work title'. The topic is the specific area that you wish to investigate. The title may not be decided until the project work has been written to reflect its content.

Students will choose projects based on:

- A. Area of specialization
- B. Interest and skill alignment

The project topic should conform to the following:

- A. Relevant to business or technology, defined broadly;
- B. Related to one or more of the subjects or areas of study within the core program and specialization;
- C. Clearly focused so as to facilitate in-depth study, subject to the availability of adequate sources of information and to your own knowledge;
- D. Of value and interest to you and your personal and professional development.

Planning the Project work

Qollabb's mentors will support and guide you through the following phases:

- Defining aims and objectives
- Selecting research methodology
- Deciding on data collection and analysis methods
- Structuring timelines and deliverables
- Reviewing progress periodically
- Structuring your project outcomes
- Structuring and finalizing the project report and presentation

Important instructions and information on Project Submission

A. The complete Project Work should be submitted in 15000-30000 words. You are supposed to submit project work along with extended abstract and project guide resume simultaneously.

B. You must be careful about Originality and Relevance of Project Topic to avoid Project Rejection at a later stage. Therefore, you are required to submit a plagiarism report acknowledging 85% originality

C. Project Guide must be Post Graduate with a minimum of 10 years of work experience Ensure to include signed & scanned copies of following essential certificates

D. From Project Guide: Certifying bonafides of project work carried out under his/her supervision

E. From a student: Certifying that submitted project work is an original piece of work and has not been submitted earlier

F. You will receive an intimation through a registered email address, on successful uploading of project work report

G. Viva Questions will be accessible after uploading Project Work.

H. Project submission will be accepted only after the Project file is uploaded and Viva questions are answered Generally, it takes four to six weeks to complete the process of evaluation of project work.

Writing the Project Work Report

Abstract (Optional)

- The abstract should be written for 500-1000 words
- An abstract is an overview or a brief summary of project work, which helps the reader to ascertain the purpose of carrying the project work. It acts as a stand-alone entity for the complete project work.
- The study hypotheses (null or alternative hypotheses, if applicable)

Literature Review

Literature review (secondary sources) is the evaluation of substantive findings and theoretical and methodological contribution to a particular topic. It is a critical analysis of the previous research conducted in a particular area.

Research methodology

- Research methodology is the implementation of methods or techniques to efficiently solve a research problem, which helps the reader to assess the validity and reliability of the study.
- Research methodology constitutes of:
 - Research Design
 - Descriptive
 - Conclusive
 - Causal or Exploratory
 - Sampling Technique: Probability or Non-Probability

Data Collection

Tools used for data collection (for eg: questionnaire, survey, etc) Data Preparation: Classification and Tabulation of data

Data Analysis

Hypotheses Testing

Results

- Theoretical or empirical
- The findings of the study are to be summarized as:
- Data interpretation: Interpret and elaborate findings of the research
Recommendation: Suggestions based on critical analysis of the results
- Implications of theory and practice

Project Report

- The total size of the project document should not exceed 2MB. Portable document format (.pdf) only.
- Figures, graphs, Tables, Appendices and References should follow the American Psychological Association (APA) Style guide, 7th edition.
- Mention the sources of any images, tables, figures cited or presented
- Include a page header known as “running head at the top of every page
- Use Font: Times New Roman; Font size: 12; Double-spaced; 1-inch (2.5cm) margin all around
- Use American spellings (‘program’ not ‘programme’; ‘center’ and not ‘centre’)
- Use “z” spellings instead of “s” spellings (recognize, organize, summarize)

Project Report Submission

Complete Project submission includes following stages:

- A. Abstract along with Guide Resume
- B. Project Report Submission along with Plagiarism Report
- C. Upload the project report on Qollabb Platform and wait for the evaluation
- D. Post evaluation the system will generate the project completion certificate
- E. Answer Viva Questions

Viva Submission

Viva will be conducted in two parts. It is mandatory for the student to attempt both the parts:

Part 1

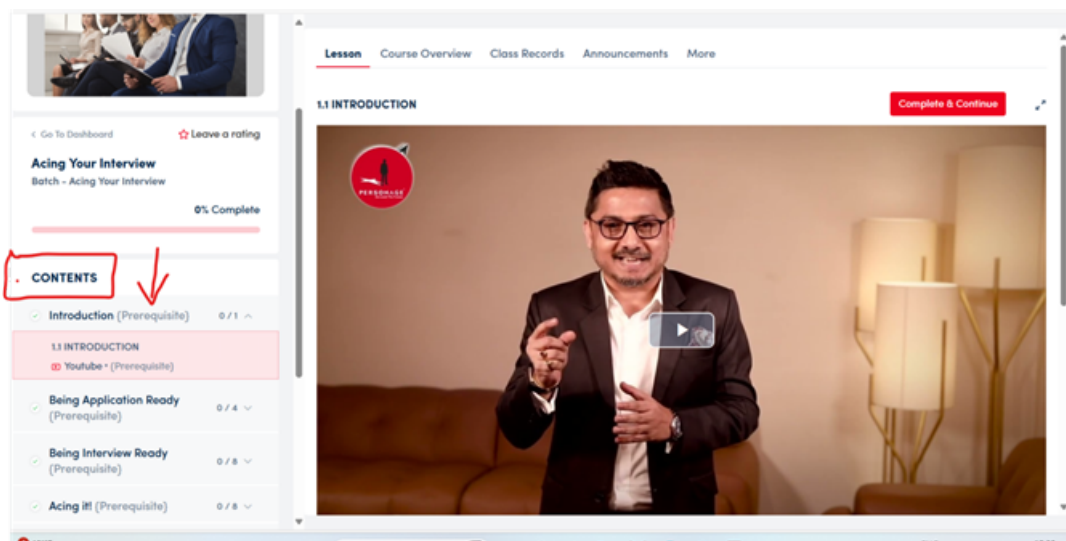
- To be submitted along with the project report.
- Viva Questions will include 5 descriptive questions related to your specific project. Viva questions are mandatory for the final project submission.

Part 2 -Acing Your Interview

To be attempted on LMS under your major project/dissertation course page
(Please refer to the screenshot attached to identify)

Following steps need to be followed by the student for completing Viva part 2:

1. Click on the link under the Acing your interview section (Once you click on the link, you will be redirected to a new page).
2. After Login, the following page will appear:
3. Click on My Courses:
4. Click on Acing your Interview:
5. Watch all the videos under contents section:



6. After completing all the videos, go back to dashboard and click on “ EXAMS”

7. Exam page will open as below:
8. Click on attempt:
9. Attempt your exam and submit:

Evaluation Scheme

Component	Marks
Project Report	70
Viva Part 1	20
Viva Part 2	10
Total	100

Important Notes

- Students must submit all Project Components (Abstract (Project Report, Plagiarism Report (checked by Qollabb), and Viva Answers).
- In case of incomplete details, students will be asked to resubmit all project documents which would lead to delinquency in Academic Completion and Extension Fee.
- Plagiarism check would be conducted before evaluation, for all the Project Report submissions. If any report exceeds 15% plagiarism, the same would be rejected and the student will undergo the process of resubmission as per rules. the process of plagiarism checking it will be rejected for resubmission.

Student Helpline During the Project Work

For any technical glitch or support related to usage of Qollabb platform during the project work, please contact to following numbers:

- **Qollabb Support:** 08040138089 (Monday to Friday, 9.00 AM to 5:30 PM Weekday)
(**Weekend:** Saturday Sunday: 10 AM to 7 PM)
- **Whatsapp Us On** 08040138089 / 9599821232
- **Email On:** info@qollabb.com