# Project Report Seminars and Submission

Experiment 8 - Practical Notes

Name: _____ Roll no.: _____ Date: _____

## Aim

To complete the project report seminars and submission stage of a supervised pharmacy-practice project.

## Principle

The final report and seminars demonstrate the question, conduct, findings and the student's ability to explain and defend the work.

## Requirements

- Supervisor-approved project topic, institutional requirements and authorised project documents.
- Project record and analysis tools appropriate to the approved design.

## Procedure

### 1. Organise the report

Include objectives, methodology, results, discussion and conclusions, plus the institution-required front/back matter.

### 2. Check report format

The supplied syllabus specifies about 40–50 pages, A4, double spacing, Times Roman: title 18 pt bold, subtitles 14 pt bold and body 12 pt; cover student/teacher details 14 pt. Follow any authorised institutional update.

### 3. Prepare seminars

Prepare beginning, middle and end seminar material, showing actual progress and feedback.

### 4. Obtain certificates

Use only genuine certificates issued by the authorised teacher, Head of Department and Head of Institution; do not fill their signatures.

### 5. Submit

Use the institution-approved deadline; the supplied syllabus specifies submission at least one month before the examination.

## Observations and Record

| Project record item | Entry |
|---|---|
| Report version / page count | _____ |
| Formatting and content checks | _____ |
| Three seminar dates | _____ |
| Certificate status | _____ |
| Submission acknowledgement | _____ |

## Result

Project stage: ____. Completed record: ____. Supervisor feedback: ____. Next action: ____.

## Precautions

- This is a project-work guide and blank record, not a completed research study or an approval certificate.
- Use only authorised data and keep participant identifiers separate from the analysis dataset.
- Report actual findings, protocol departures and limitations; never fill missing data with invented observations.

## Viva Questions and Answers

### 1. Why specify the question before collecting data?

The question determines design, measures and the intended analysis.

### 2. What makes the project reviewable?

An approved plan, traceable data, an appropriate analysis and an honest account of limitations.

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