



ଓଡ଼ିଶା ରାଜ୍ୟ ମୁକ୍ତ ବିଶ୍ୱବିଦ୍ୟାଳୟ, ସମ୍ବଲପୁର, ଓଡ଼ିଶା
Odisha State Open University, Sambalpur, Odisha
Established by an Act of Government of Odisha.

PROJECT GUIDELINE

Course Type: Project

Weightage for Project Report: 75%

Weightage for Viva-Voce: 25%

Last Date of Project Proposal Submission:

30th April (January-June semester)

31st October (July-December semester)

Last Date of Final Project Report Submission:

31st May (January-June semester)

30th November (July-December semester)

1. Introduction

Project is an integral part of the academic curriculum of Diploma in Office Management Programme of Odisha State Open University. For the successful completion of the Diploma programme, the learners are required to complete the Project. The learners are required to preferably work with an organisation for hands on experience. The duration of the Project may be of three weeks. In some cases this period may be a little longer, but in no case the duration should be more than four weeks.

Project aims at widening the learner's perspective by providing an exposure to real life organisational situations. This will enable the learners to build a symbiotic relationship with an organisation, or simply hone their requisite skills in a familiar field. Project also provides invaluable knowledge and networking experience to the learners. During the project, the learner has the chance to put whatever he/she has learned into practice. The project also serves as unofficial spokespersons of the organisation and help in image building on campus.

2. How to prepare the synopsis?

A synopsis (one-to-two pages only) on the project prepared in consultation with the guide should be enclosed along with the project proposal. It should include the following.

Title

The title should be able to convey and focus the area of the proposed study. It can be a tentative title.

Introduction

The purpose of this section is to introduce the study to the readers. It may include the background or the context of the study.

Problem Statement

Anything and everything can be a research problem provided, it has certain merits or benefits for somebody. The source of the problem could be from the personal experience of the learner or based on certain issues pertaining to any household, locality, organization, community or the society at large.

Literature Review (Theoretical Relevance)

This section should contain detailed discussion of the past research or studies carried out in that domain or in related field of study. The importance of literature review is to discuss what has been done and what can be done in the field of study. It aims at enhancing the understanding of the researcher and helps in bringing out the “research gap. It should also draw theoretical relevance by including theories and models in the related field. For this purpose, the learner must rely on authentic data sources like academic journals, conference proceedings, government reports, books etc.

Objectives and Hypothesis of the Study

After extensive literature review or after finding the research gap; the learner should state in clear terms the objectives of the study and the working hypothesis or hypotheses (if any). A hypothesis is a logical assumption made to test its feasibility in the given context of the research problem. It is not compulsory to have hypothesis in every type of research.

Rationale of the Study

In this section the learner should state, why the learner wants to do research in the proposed area. The explanation may also include: why is this study important and for whom?

Research Methodology

It explains how the learner is going to execute the study, including the sources of data, sampling technique to be used, methods of data collection and data analysis. This is important as it would include the logical explanation for every aspect of the entire study.

Scope and Significance of the Study

Significance of the study may include; how this study benefits or impacts others in part or whole and who are the people or groups might benefit from the study. The scope of the study talks about clearly defining the boundaries (application) of the study.

Bibliography

This should include a list of sources (books, journals, reports, websites etc) that the learner has referred for the purpose of the study so far.

3. Approval of the Project Proposal

The learner has to submit a project proposal as per the format given online. It will be evaluated by an appropriate authority within a week with remark. In case the project proposal is not approved, the learner has to re-submit it within a week by incorporating the changes as suggested. The approved project proposal must be attached in the appendices of the project report.

Supervisor / Guide: The learner has to identify a supervisor who is a counsellor or a teacher in the field of concerned Programme or a professional with requisite qualification or any other equivalent qualification.

The project process involves working under the mentorship of an executive of the concerned organisation and also with a faculty member of the study centre where the learner is studying, if required. Thereafter, the learner is expected to concentrate on the specific topic of study, its objectives, its rationale, and adopt a methodology and identify a suitable analysis procedure for the completion of the study. Wherever possible the learner may provide recommendations and action plans, along with the findings of the study.

The Study Center will arrange for evaluation of the project reports submitted by the learners. For the purpose, the study center will assign a faculty/Counsellor who will be the examiners.

The learner/s is/are expected to make a 15 minute presentation before the examiners regarding the project work undertaken, which will be followed by questions by the examiners.

No. of copies to be submitted: One copy of the project is to be submitted to the Study Centre

4. Method / Components of Evaluation

The marks will be awarded for the following aspects:

- a. Selection of the Topic
- b. Objectives/Hypothesis
- c. Literature Review
- d. Research Methodology
- e. Data Collection
- f. Data Analysis
- g. Reference Materials Used
- h. Major Findings
- i. Originality of the Project

Viva-Voce evaluation will include following components:

- A. Analytical Skill
- B. Presentation Skill
- C. Command over Language
- D. Command over the Subject

5. Preparation of the Project Report

5.1: Arrangement of contents

The sequence in which the project report material should be arranged and bound should be as follows:

- i. Cover Page
- ii. Certificate of the guide / organization
- iii. Acknowledgment

- iv. Table of Contents
- v. List of Tables
- vi. List of Figures
- vii. List of Symbols, Abbreviations
- viii. Chapters (main content)
- ix. Bibliography
- x. Appendix

The table and figures shall be incorporated at the appropriate places.

6.1 Binding Specifications: Spiral Binding / Book Binding

6.2 Format of the Report:

Font Style: Times New Roman

Font Size: 12

Font Colour: Black

Line and Paragraph Spacing: 1.5

Page Margin: 2.54 cm from all sides

Page Size: A4 (21 cm × 29.7 cm)

Page Orientation: Portrait

6.3 Numbering sections, subsections, figures etc.

A word on numbering scheme used in the project is in order. It is common practice to use decimal numbering in the project. If the chapter number is 2, the section numbers will be 2.1, 2.2, 2.3 etc. The subsections in section 2.2 will be numbered as 2.2.1, 2.2.2 etc.

Headings of paragraphs below the subsections may be bold faced and in sentence case. Similarly, it is useful and convenient to number the figures also chapter-wise. The figures in chapter 4 will be numbered Fig.4.1, Fig 4.2 etc. Similarly, the tables are also numbered as Table 4.1 Table 4.2 etc. All figures and tables should have proper captions. Usually the figure captions are written below the figure and table captions on top of the table.

6.4 Chapters

The main text will be divided into several chapters and each chapter may be further divided into several divisions and sub-divisions. Each chapter should be given an appropriate title. For example the chapters may include the following.

Chapter - I:	Introduction
Chapter - II:	Literature Review
Chapter - III:	Research Methodology
Chapter - IV:	Data Analysis
Chapter - V:	Findings, Suggestions and Conclusion

Bibliography

Appendix

6.5 Bibliography

The sources should be listed as per the latest American Psychological Association (APA) guidelines.

6.6 Appendix

Appendix should be provided to give supplementary information, which is included in the main text may serve as a distraction and cloud the central theme. Appendices should be numbered using Arabic numerals, e.g. Appendix 1, Appendix 2, etc.

ACKNOWLEDGEMENT

It gives me immense pleasure to express my deep sense of gratitude and profound thanks to my esteemed guide (Name of the guide with Designation, Department), (Name of the Organization in which the Guide works), for his valuable guidance, encouragement and help for completing this work.

I would like to express my sincere thanks to (Name of the Study centre Coordinator) of, (Name of the study centre) for giving me this opportunity to undertake this project.

I am also grateful to my teachers/ counsellor, (Mention the teachers name) for their constant active support and guidance.

Date:

Signature of the Candidate

Place:

Name of the Candidate

CERTIFICATE OF THE GUIDE

This is to certify that the Project Report titled, “_____”
submitted in partial fulfilment for the award of Diploma/PG Diploma in
....., Odisha State Open University, Sambalpur, was
carried out by ‘_____’ under my guidance.

Signature of the Guide

Name and address of the Guide

TITLE OF THE PROJECT REPORT

Submitted by

NAME OF THE STUDENT

Enrolment No.

Programme Name

Under the Guidance of

NAME OF THE GUIDE

DESIGNATION



ଓଡ଼ିଶା ରାଜ୍ୟ ମୁକ୍ତ ବିଶ୍ୱବିଦ୍ୟାଳୟ, ସମ୍ବଲପୁର
ODISHA STATE OPEN UNIVERSITY, SAMBALPUR

MONTH AND YEAR OF SUBMISSION

NAME OF STUDY CENTER

Odisha State Open University, Sambalpur