PROJECT GUIDELINES

(SESSION-2017-18)

DIPLOMA IN OFFICE MANAGEMENT (DOM)

Course Code: DOM-07 (4-credits)
Course Type: Project
Weightage for Project Report: 100%
- **Project Report**: 75%
- **Viva-Voce:** 25%

PART - 1

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. During the 2nd semester of the programme, 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 learned in the 1st Semester into practice. The project also serves as unofficial spokespersons of the organisation and help in image building on campus.

Topics: Some ideal topics for project can be in the following areas:

- Emerging trends in office management,

- Role and functions of an office manager,

- IT skills for office management,

- Effective filing system for improved productivity,

- Impact of modern office machines and equipments on performance,

- Office correspondence and mail services,

- Office record management and filing system,

- Centralization vs. decentralization of office services,

- MIS applications for effective organizational performance,

- Impact of e-Commerce on business,

- Managerial Skills and Competencies,

- Managerial Motivation, and

- Effective communication for organizational performance

However, this is not an exhaustive list of areas but can be varied to suit the requirements of the organisations where the learner has to undergo internship. In some cases, even field work can also become an integral part of project. The learner need not shy away from taking up such projects.

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.

Approval of the Project Proposal: The Learner has to submit a project proposal as per the format given **on or before 17th th March 2018 (Saturday)**. 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 Management / Commerce or a professional with requisite qualification like MBA, M.Com, or any other equivalent qualification.

No. of copies to be submitted: One copy of the project is to be submitted to the Study Centre and another copy to be submitted to the university office duly signed by the candidate and the Guide. The original copy of the project should be retained by the learner for future use.

Important Dates:

1. **Date of Submission of Project Proposal: 17th March 2018**

2. **Date of Submission of the Project Report: 21st May 2018**

PART – 2

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 university will arrange for evaluation of the project reports submitted by the learners. For the purpose, the university will nominate one faculty from outside the study centre and one faculty member from the study centre 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.

The total marks for the project will be 100 and it carries 4 credits. The marks will be awarded for the following aspects:

i) Introduction: Clear understanding of the topic/subject; understanding of the organisatio

ii) Literature Review: Published studies**,** review of similar studies

iii) Details about the study: Objectives, formulation of the problem, scope, and rationale of the study.

iv) Methods/methodology adopted for the study: Analytical, Survey, Field Work or any other method with appropriate justification and reasoning.

v) Analysis and conclusions: The logic of analysis, source of data, whether the conclusions are in line with the objectives, etc.

vi) Contribution and learning from the project: Details of the contribution of the study, the benefits to the organisation, the learning from the study for the student, etc.

vii) Acknowledgements: References/Citations and Bibliography and help, if any, received from other individuals/organisations.

viii) Presentation of the report, format of the report, flow of the report, style, language, etc.

ix) Presentation of the report to the examiners: Substance and treatment of the topic, style of presentation, performance in the question answer session, time management, language, etc.

x) Overall impression.

PREPARATION OF THE PROJECT REPORT

1. **ARRANGEMENT OF CONTENTS:**

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

    i.   Title Page

    ii.   Certificate

    iii.   Abstract/Objective

    iv.   Acknowledgment

    v.   Table of Contents

    vi.   Body of the Project

    vii.   List of Tables

    viii.   List of Figures

    ix.   List of Symbols, Abbreviations

       x.   Chapters

     xi.   Appendices

   xii.   References

The table and figures shall be introduced in the appropriate places.

2. BINDING SPECIFICATIONS: Spiral Binding/Book Binding

3. PREPARATION FORMAT:

The project proposal: The copy of the project proposal is given in Format-1. The filled in project proposal format should be sent to the university Office before beginning of the project.

Title Page - A specimen copy of the Title page of the project report are given in Format-2.

Certificate - The Certificate shall be in double line spacing using Font Style Times New Roman and Font Size 14, as per the format in Format-3.

Acknowledgment- A specimen copy of the Acknowledgment of the project report are given Format-4

Abstract/Objective of the project - should be one page synopsis of the project report typed double line spacing, Font Style Times New Roman and Font Size 14.

Table of Contents - The table of contents should list all material following it as well as any material which precedes it. The title page and Bonafide Certificate will not find a place among the items listed in the Table of Contents but the page numbers of which are in lower case Roman letters. One and a half spacing should be adopted for typing the matter under this head.

List of Tables -The list should use exactly the same captions as they appear above the tables in the text. One and a half spacing should be adopted for typing the matter under this head.

List of Figures -The list should use exactly the same captions as they appear below the figures in the text. One and a half spacing should be adopted for typing the matter under this head.

List of Symbols/Abbreviations - One and a half spacing should be adopted or typing the matter under this head. Standard symbols, abbreviations etc. should be used.

Page numbering

The preliminary parts are numbered in roman numerals (i, ii, etc). The first page of the first chapter (Introduction) onwards will be numbered in Arabic numerals 1 2 3 etc at the bottom and centered.

Spacing

The project, including the abstract, dedication, acknowledgements, and introduction, must be

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.

3.13 Chapters - The chapters may be broadly divided into 4 parts (i) Introductory chapter, (ii) Chapters developing the main theme of the project work (iii) Findings, Summary and Conclusion, and (iv) Suggestions.

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 (Definitions, Literature and key

concepts) Chapter - II: Analysis of the problem and requirements

specifications Chapter - III: Design & Development of Solutions

Chapter - IV: Implementation, Testing and Interpretation of

results Chapter - V: Findings, Summary and Conclusion

Chapter – VI: Suggestions

Appendices - Appendices are 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.

List of References -The listing of references should be typed 4 spaces below the heading "REFERENCES" in alphabetical order in single spacing left justified. The reference material should be listed in the alphabetical order of the first author.

Typing Instructions:

The impression on the typed copies should be black in colour. One and a half spacing should be used for typing the general text. The general text shall be typed in the Font style 'Times New Roman' and font size 12, the chapter heading with font Size 16 and the section heading with font size-14.

PART - 4

School of Business and
Management ODISHA STATE
OPEN UNIVERSITY

PROFORMA FOR PROJECT PROPOSAL APPROVAL

DIPLOMA IN OFFICE MANAGEMENT

(DOM)

(For the academic year 2017-18)

Enrolment No: ....**Admission Batch:** ....
Study Centre: …..**Code:** …………………….
E-mail:...**Mobile/Tel No.:** ....

1. Name and Address of the Student:
2.   Name, Designation and Address of the Guide:
3.   Title of the Project:
4.   Objectives of the projects
5.   Future scope of the Project:
6.   Methodology used in the Project:

Signature of the Student: Signature of the Guide:

Date: Date:

Note: Enclose the Synopsis of the Project and Bio-data of the guide

(For Office Use only)

Synopsis	Supervisor
Approved	Approved
Approved	Not Approved

Odisha State Open University, Sambalpur   www.osou.ac.in   info@osou.ac.in

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), ..., (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.
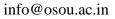
Signature of the

Candidate Date:
Place:

CERTIFICATE OF ORIGINALITY

This is to certify that the Project Report title…………………………………………………………..
submitted in partial fulfilment for the award of Diploma in Office Management Programme of
School of Business and Management, Odisha State Open University (O.S.O.U) Sambalpur, was
carried out by………………………………………….under my guidance. This has not been
submitted to any other University or Institution for the award of any degree/diploma/certificate.

Name and address of the Guide

Signature of the
Guide (With
Seal)

TITLE OF THE PROJECT PROJECT REPORT

Submitted by

NAME OF THE STUDENT

DIPLOMA IN OFFICE MANAGEMENT

under the Guidance

of

NAME OF THE GUIDE (DESIGNATION)

MONTH AND YEAR OF SUBMISSION

NAME OF STUDY CENTER

Odisha State Open University, Sambalpur   www.osou.ac.in   info@osou.ac.in