

Format for Project Report

The report should be in the following order.

Title: The first page of the report should indicate the title of the project, name of the student, address, enrolment number and year.

Originality Certificate: Duly signed by the student and supervisor (see **Annexure-I**).

Acknowledgement:

Table of Contents:

Introduction: This section will introduce the problem. It should be able to give an idea to the reader what the topic is all about, how did the topic emerge, and what made the researcher take up the topic. The introduction must contain the objectives and rationale for the research.

Review of the Literature: Review of literature is a collective body of works done by earlier researchers and published in the form of books, journals, articles. It helps in generating ideas and developing significant questions for the research work.

Methodology: Methodology includes sample, tests/tools, statistical analysis. The size and nature of the sample will depend on the topic selected. Tests/ tools are to be selected based on the objectives of the research. The data collected with the help of the tests/ tools is then analyzed by using appropriate statistical techniques.

Result and Discussion: The findings of the research after the statistical analysis of data are reported in tabular and graphical form. These are then discussed in the light of the existing research studies. The implication of the findings are also discussed.

Conclusion: Under this heading, the learner has to conclude the findings of research.

Limitations: Constraints and limitations of the research are mentioned here.

Suggestions For Further Work: Based on the research findings, the learner can give suggestions for further research in the particular area.

References (APA style): References have to be written in APA format. These should be alphabetically listed.

Books

Anastasi, A. (1968). Psychological Testing. London: MacMillan Company.

Journal Article

Dennison, B. (1984). Bringing corporate culture to the bottomline. *Organizational Dynamics*, 13, 22-24.

Neelameghan, A. (1990) Sr Ranganathan's impact on knowledge organisation tools. Information Studies, 6(2), 77-80.

Book Chapter

Khan, A.W. (2005). Distance education for development. In: Garg, S. et.al. (Eds.) Open and distance education in global environment: Opportunities for collaboration. New Delhi: Viva Books.

Websites

<http://www.mcb.co.uk/apmforum>(accessed on 17.06.2013)

Appendices:

- 1 Interview Schedule / Questionnaire used for the purpose of the research.
- 2. **Copy of Approved Project Proposal Proforma, Approved Project Proposal along with the Bio-data of the Supervisor.**

ANNEXURE-I

CERTIFICATE OF ORIGINALITY

This is to certify that the project titled "

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Signature of Supervisor	Signature of Student
Place :	Place :
Date :	Date :

