

Sequence of Contents for Proposal:

1. Cover Page
2. Signed Pro forma page (Signed by learner and Supervisor)
3. CV of the Supervisor (Signed by the supervisor)
4. Table of contents
5. Proposal:
 - i) Introduction, brief background and Rationale of the topic chosen for the project.
 - ii) Statement of the problem.
 - iii) Objectives (clearly stated in behavioral terms).
 - iv) Research Methodology:
 - a) Research Design
 - b) Nature and source of data/information to be collected.
 - c) Sample and sampling technique. Rationale of chosen organization and the sample.
 - d) Tools and Techniques to be used for data collection - details of the tools/questionnaire to be used and its relevance with the objectives of the project.
 - e) Method/s to be used for data collection.
 - f) Data handling and analysis- organization and analysis of data. Statistical tools to be used for analysis. Relevance of statistical tools with the objectives of the project.
 - g) Findings and conclusions.
 - v) Limitation of the proposed project, if any.
 - vi) Future direction for further research (optional).
 - vii) Any other relevant detail which will help better appreciation and understanding of the project proposal.
6. References.

***Note: 2 copies of Proposal to be submitted with tape/spiral binding**

Sequence of Contents for Final Project Report:

1. Cover Page
2. Approved Proposal (As received from University)
3. Cover Page (Same as first page, to indicate the beginning of final report)

4. Acknowledgments (if any)
5. Certificate of Originality (Signed by supervisor and learner)
6. Table of Contents
7. Introduction to the Project and Review of Literature
8. Rationale
9. Statement of problem
10. Objectives of the Project
11. Scope of the study

Research Methodology:

12. Research Design
13. Nature and Source of data/information
14. Sample and Sampling method with rationale
15. Details of the tools:
 - a. The Questionnaire and other methods used and their purpose
 - b. Reliability and Validity of the tools used
 - c. Administration of tools and techniques
16. Data collection
17. Data Handling, Statistical tools used for Data Analysis
18. Data Interpretation and Findings
19. Recommendations
20. Summary and Conclusion
21. Limitations of the Project
22. Direction for further research
23. Reference/Bibliography
24. Annexure/Appendices (Questionnaire used etc.)

*** Note: Research Methodology of the Project Report must have elaborate detail of all the components of the methodology.**

*** Note: 2 copies of Final Project work to be submitted with Thesis/ Hard Binding.**