

Guidelines for Field Work/Project Work/Dissertation

Course Code: MAEDPW-01N, MAEDPW-02N, MAEDPW-03N, MAEDPW-04N

Guidelines to Prepare Project Work (Survey of Literature/Preparation of Synopsis/Book Review/Dissertation)

1. Objectives of the Project Work (Survey of Literature/Preparation of Synopsis/Book Review/Dissertation)

- To facilitate the learner to independently formulate and solve a educational, social, philosophical, commercial, or technological problem and present the results in written and oral form.
- To render learners to the real-life problems.
- To provide opportunities to learners to interact with people and present them confidently.

2. Types of Field Work/Project Work/Dissertation

The learners are expected to work on:

- (1) Application Oriented Report/ Project and
- (2) Research Oriented Project

However, it is not mandatory for a learner to work on a real-life project. The learner can formulate a project problem with the help of his Guide and submit the project proposal of the same. **Approval of the project proposal is mandatory.** If approved, the learner can commence working on it, and complete it. It is upon the learner to carry the same project of V semester to VI semester OR choose a new project for VI semester.

3. Eligibility of the Guide

Guide should be a regular teacher of the University/College/Higher Education Institute. Learner can also do the project under the guidance of regular teacher of Institute of National Importance.

4. Introduction to the Project/Dissertation

The learner should include the details in the project diary, in which they will record the progress of their project throughout the course. The project report should be documented with scientific approach to the solution of the problem that the learners have sought to address. The project report should be prepared in order to solve the problem in a methodical and professional manner, making due references to appropriate techniques, technologies and professional standards. The project report should contain enough details to enable examiners to evaluate the work. The important points should be highlighted in the body of the report, with details often referred to appendices.

5. Structure and Format of the Project/Dissertation

Project report or Dissertation has to be hard bound with printed cover. Dissertation should be forwarded by the programme coordinator of the study center/HOD

(i) Title Page:

Sample format of Title page is given below. Learners should follow the given format. (For MAEDPW-01N, MAEDPW-02N, MAEDPW-03N, MAEDPW-04N)

(All the text should be in Times New Roman or in Kruti Dev 010)

<TITLE OF THE DISSERTATION>
(24 BOLD, ALL CAPS)

UNIVERSITY LOGO

Type of Project (12 Bold)

Submitted in partial fulfillment of the Requirement of the award of the
Degree of (Size- 12)

MASTER OF ART IN EDUCATION (14 BOLD, CAPS)

By (12Bold)

Name of The Student (Size 15)
Enrollment Number (Size 15)
Study Centre Name (Size 15)

Name and Designation of
Supervisor

SCHOOL OF EDUCATION (12 BOLD, CAPS)
U. P. RAJARSHI TANDON OPEN UNIVERSITY, PRAYAGRAJ, 211013
(14 BOLD, CAPS)
UTTAR PRADESH (12 bold, CAPS)
YEAR (12 bold)

(ii) Declaration

(For MAEDPW-01N, MAEDPW-02N, MAEDPW-03N, MAEDPW-04N)

(Declaration page format)

DECLARATION (20 bold, centered, all caps)
Content (12, justified)

I hereby declare that the Project (Survey of Literature/Preparation of Synopsis/Book Review/Dissertation) entitled, "**Title of the Project**" done at **[name of place where project is done]** has not been in any case duplicated to submit to any other university for the award of any degree. To the best of my knowledge other than me, no one has submitted to any other university.

The project is done in partial fulfilment of the requirements for the award of degree of **MASTER OF ARTS IN EDUCATION** to be submitted as **[VII OR IX]** semester project as part of our curriculum.

Name and Signature of the Learner

(iii) Certificate of Authenticated work:

(For MAEDPW-01N, MAEDPW-02N, MAEDPW-03N, MAEDPW-04N)

Sample format of Certificate of Authenticated work is given below. Learners should follow the given format for the project work. Project report should be forwarded by the programme study Centre coordinator.

**U. P. RAJARSHI TANDON OPEN UNIVERSITY,
PRAYAGRAJ, 211013 (14 BOLD, CAPS)**

SCHOOL OF EDUCATION (13 BOLD, CAPS)

CERTIFICATE (14 BOLD, CAPS, underlined, centered)

This is to certify that the project/dissertation entitled, "**Title of The Project** (Survey of Literature/Preparation of Synopsis/Book Review/Dissertation)", is bonafide work of **NAME OF THE STUDENT** bearing **Enrollment No.** submitted in partial fulfillment of the requirements for the award of degree of **MASTER OF ARTS** in Education from U. P. Rajarshi Tandon Open University, Prayagraj. (12, times new roman, justified)

Signature with Name and Designation of
Supervisor (12 bold)
Department Seal

Date:

(iv) Acknowledgements

(For MAEDPW-01N, MAEDPW-02N, MAEDPW-03N, MAEDPW-04N)

This should express learner's gratitude to those who have helped in the preparation of project.

ACKNOWLEDGEMENT (20, BOLD, ALL CAPS, CENTERED)

The acknowledgement should be in times new roman, 12 fonts with 1.5 linespacing, Justified.

(v) Table of Contents

The table of contents gives the readers a view of the detailed structure of the report. The learners would need to provide section and subsection headings with associated pages. The formatting details of these sections and subsections are given below-

Table of contents (for MAEDPW-01N- Survey of Literature)

TABLE OF CONTENTS (20bold, caps, centered)

Should be generated automatically using word processing software.

TABLE OF CONTENTS (20bold, caps, centered)

Should be generated automatically using word processing software.

- i) Inner Cover Page*
 - ii) Declaration*
 - iii) Certificate*
 - iv) Acknowledgement*
 - 1. Introduction
 - 2. Background 01(no bold)
 - 3. Statement of the problem
 - 4. Objectives
 - 5. Review of related literature
 - I. Studies in India
 - II. Studies in abroad
 - III. Discussion on studies
- REFERENCES/BIBLIOGRAPHY

Table of contents (for MAEDPW-02N- Preparation of Synopsis)

- 1- Title Page (शीर्षक पृष्ठ)
- 2- Introduction (प्रस्तावना)
 - 2.1 Background of the Study/Emergence of the problem (अध्ययन की पृष्ठभूमि/समस्या की उत्पत्ति)
 - 2.2 Status of Work Done/Development in the Area (Review of the Related Research) (पूर्व अध्ययन की वस्तुस्थिति/शोध में विकास की स्थिति)
 - 2.3 Rationale /Significance of the Study (तर्काधार/अध्ययन की सार्थकता)
 - 2.4 Research Questions (अनुसन्धान प्रश्न)
 - 2.5 Statement of the Problem (समस्या कथन/ अनुसन्धान का कथन)
- 3- Operational Definitions of the key terms / concepts (महत्वपूर्ण पदों/प्रत्ययों की कार्यात्मक परिभाषायें)
- 4- Objectives of the Study (अध्ययन के उद्देश्य)
- 5- Hypotheses / Expected Statement of Research Questions (परिकल्पनायें /अनुसन्धान प्रश्नों के अनुमानित कथन)
- 6- Research Design (अनुसन्धान अभिकल्प)
 - 6.1 Research Method (अनुसन्धान विधि)
 - 6.2 Nature, Approach of Research and Procedures (अनुसन्धान की प्रकृति उपागम एवं प्रक्रियायें)
 - 6.3 Variables Under Study (अध्ययन में प्रयुक्त चर)
 - 6.4 Sample and Sampling Technique (न्यादर्श और न्यादर्शन प्रविधि)
 - 6.5 Research Tools (Instruments)/ Technique (प्रयुक्त अनुसन्धान उपकरण/तकनीकी)
- 7- Procedure of Data Collection and Statistical Analysis Techniques to be Used (समंक संकलन प्रक्रिया एवं प्रयुक्त सांख्यिकीय विश्लेषण प्रविधि)
- 8- Delimitations/Scope of the Study (अध्ययन की परिसीमायें/क्षेत्र)
- 9- Bibliography (सन्दर्भ ग्रन्थ सूची)

Note – Total Number of Pages of the Synopsis may be contains 10 to 15 pages in total.

Table of contents (for MAEDPW-03N- Book Review)

TABLE OF CONTENTS (20bold, caps, centered)

Should be generated automatically using word processing software.

TABLE OF CONTENTS (20bold, caps, centered)

Should be generated automatically using word processing software.

- i) Inner Cover Page*
- ii) Declaration*
- iii) Certificate*
- iv) Acknowledgement*
- 1. Introduction
- 2. Background
- 3. Objectives
- 4. Introducing the book (With publication details)
- 5. Details About the Author
- 6. Outlining of book contents
- 7. Highlighting parts of the book
- 8. Summary and Background (One or two paragraphs summarizing the book)
- 9. Evaluation
 - I. One paragraphs on the book's strengths
 - II. One paragraphs on the book's weaknesses
 - III. One paragraphs on your assessment of the book's strengths and weaknesses

Table of contents (for MAEDPW-04N- Dissertation)

TABLE OF CONTENTS (20bold, caps, centered)

Should be generated automatically using word processing software.

- i) Inner Cover Page*
- ii) Declaration*
- iii) Certificate*
- iv) Acknowledgement*
- Chapter 1: Introduction**
- 1.1 Background 01(no bold)
- 1.2 Need of Study
- 1.3 Origin of the problem
- 1.4 Statement of the problem
- 1.5 Operational definition of terms
- 1.6 Objectives
- 1.7 Hypothesis
- 1.8 Delimitation of the study
- Chapter 2: Review of related literature**
- 2.1. Studies in India
- 2.2. Studies in abroad
- Chapter 3: Research Design**
- 3.1 Study method
- 3.2 Population and Sample
- 3.3 Tools
- 3.4 Data collection method
- 3.5 Used statistical methods
- Chapter 4: Analysis of Data**
- Chapter 5: Results, Discussion and Conclusions**
- 5.1 Result
- 5.2 Educational implication
- 5.3 Suggestions for further study
- REFERENCES/BIBLIOGRAPHY**
- APPENDICES**
- i. Used tools
- ii. Raw score

(vi) List of Tables

(For MAEDPW-01N, MAEDPW-02N, MAEDPW-03N, MAEDPW-04N if required)

List of all the tables in the project/dissertation along with their page numbers.

List of Tables (20 bold, centered, Title Case)

Should be generated automatically using word processing software.

(vii) List of Figures

(For MAEDPW-01N, MAEDPW-02N, MAEDPW-03N, MAEDPW-04N if required)

List of all the figures, graphs, charts etc. in the project/dissertation along with their page numbers.

List of Figures (20 bold, centered, Title Case)

Should be generated automatically using word processing software.

6. Evaluation (For MAEDPW-01N, MAEDPW-02N, MAEDPW-03N, MAEDPW-04N)

- During the project/dissertation work, its progress will be monitored, on fortnightly/monthly basis, by the guide.
- 3 copies of Project/dissertation Report to be submitted to SoE, U.P.R.T.O. University or RC's (1 copy to be retained by School of Education and 2 copy to Examination Section)
- End Examination shall be based on Project/dissertation Report Presentation & Viva-Voce.

Evaluation Components	
Type of evaluation	Max. Marks
Survey of Literature/Preparation of Synopsis/Book Review based on presented record only	100
Dissertation with Viva-Voce	100