

**MEVP - 001**  
**Project Work**

**Handbook on Project Work**  
**for**  
**Post Graduate Diploma in Environmental**  
**and Occupational Health**  
**(PGDEOH)**



**School of Interdisciplinary and Trans-disciplinary Studies (SOITS)**

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## **1. INTRODUCTION**

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Dear Learner, you are aware that Post Graduate Diploma in Environmental and Occupational Health (PGDEOH) programme consists of total 10 courses. Out of them, 6 core courses each of 4 credits are compulsory. Out of 4 Elective courses you can select any 2 courses. The project work MEVP-001 is of 4 credits and going to be a new experience and intended to help you in learning by doing.

What you have learned from the core courses of MEV-001 to MEV-005 and elective courses MEVE-001 to MEVE-004 may help you in understanding basic principles, processes, issues, challenges, dynamics, planning, monitoring and evaluation of environmental and occupational health programmes and policies. This handbook will help you to acquire not only theoretical knowledge, but also skills in analyzing environmental and occupational health / issues / programmes / projects. Also this handbook will be your guide and show you how to formulate a project proposal, conduct the study, write the project report and submit it for evaluation.

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## **2. OBJECTIVES**

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After studying this handbook, you should be able to:

- define and discuss the concepts of case study and survey methods;
- identify a topic, formulate a project proposal, prepare tools, collect and analyze the data; and
- write the project report and submit it for evaluation.

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## **3. PROJECT WORK**

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Project work will enable you to enhance your skill in selecting a topic, preparing a project proposal, formulating tools for data collection, collecting data, and generating information for a report on a particular topic. Various methods are applied for different projects. In addition to them, the details on the case study and survey methods are briefly given below for your understanding.

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## **4. CASE STUDY METHOD**

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The methods of scientific social research may broadly be divided into two parts – the statistical methods and the case study methods. The statistical methods are based on large scale collection of facts, while case study is based on intensive study of comparatively fewer persons, sometimes confined to a very small number of cases only. The case study is thus more intensive in nature. The field or study is comparatively limited but has more of depth in it.

‘Case study is defined as a method of exploring and analyzing in-depth the life of a social unit, be that a person, a family, an institution, cultural group or even entire community’.

## 4.1 Types of Case Studies

Case studies can be:

- a. *Explanatory case studies*: which measure casual relationships.
- b. *Descriptive case studies*: which are used to describe the context in which a programme takes place and the programme itself.
- c. *Exploratory case studies* : which help to identify performance measures or pose hypothesis for further evaluation.

Case studies rely on multiple sources of information and methods to provide a complete picture as possible of the particular case. In other words, case study aims at studying everything about something, rather than something about everything.

## 4.2 Characteristics of Case Study

Unit of study in the case study method may be an individual or a single incident of life, a family, an institution, a culture group or an entire community. It may also be an abstract thing like a set of relationships of processes viz. family crises, adjustment problems etc. In spite of the varying size of the unit of study. The fundamental point is that each unit is taken as a whole.

Case study aims at deep and detailed study of the unit. Because of the nature of studying behavior in specific, precise and detailed manner, case study method is termed as “social microscope”.

As the study is more detailed and extends over a wider expense of time, the number of units has to be small. There can be no hard and fast rule about it. They are not selected according to some scientific technique of sampling although an attempt is made to select representative unit as possible.

The case study method is mainly qualitative in character. The researcher has to rely more upon his own power of observation and sense of logic rather than the facts themselves.

## 4.3 Importance of Case Study Method

- (i) Case study helps in formulating valid hypothesis.
- (ii) It helps in refining the tools of data collection for other research methods and also for finalizing the sample frame.
- (iii) It helps to know the peculiarities of the group as well as individual units, the type of response likely to be available and the likes and dislikes of the people.
- (iv) Case study enlarges the range of personal experience of the researcher as the whole range of subject’s life is studied unlike the survey where the researcher’s knowledge is limited to the particular aspect only.

## 4.4 Type of Case Studies

All problems are not amenable to case study method. Some of the kinds of cases that may be studied by case study method are:

- Persons for groups moving from one culture to another who have not left their old nor have they got into the new – such an emigrants.

- Individuals, groups or institutions passing from one stage of development to another. For example, in villagers migrating to towns, the entire thinking processes undergo change and so their behavior pattern with the accompanying stress and strain in urban environment.
- Democratic institutions / urban planning and development programmes, which have failed or succeeded. For example, the factors responsible for the success or failure of Citizen Charter in a Municipal Corporation, functioning of Urban Self Help Group etc.
- Social, economic and political consequences of urban planning and development programmes. For example, JNNURM.

#### 4.5 How to Conduct Case Study?

Whatever be the design of case study, the steps for conducting a case study are same. The various steps that are involved in any case study are :

- **Introduction:** This should contain the objectives and purposes of conducting the study.
- **Existing Situation:** It is to describe the existing situation of the case under investigation through direct observation or measurement.

*Example:* To make a case study of an Urban NGO, first the existing condition of the NGO should be investigated.

- **Course of Events:** The next step is to determine the most probable antecedents or course of events of the case and to formulate a definite hypothesis or set of hypothesis through knowledge of similar cases.

*Example:* From the present condition of the NGO, we draw the probable antecedents of the case; say the factors for success or failure, group dynamics etc.

- **Cause and Effect Relation:** The fourth step is the verification of hypothesis or finding cause and effect relationship. The case is checked for the presence or absence of the antecedents or events support to apply to the case.

*Example:* A knowledge of the history of the NGO helps in verification. Many documents like group meeting minutes, communication with stakeholders, annual reports, records etc. are useful sources.

- **Direct observation:** Interview, check lists, score cards, rating scales, objective tests or other measuring devices etc. can be employed to secure necessary data. If hypothesis is verified, it follows the next step, if it is rejected, a fresh start has to be made through the formulation of another hypothesis.
- **Further Validation of the Diagnosis:** The next step is directed towards a further validation of the diagnosis. This is achieved through the remedial step of removing, the causes found and through making necessary adjustments. The effect of the changes introduced has to be observed carefully.
- **Follow-up of the Case:** The phenomenon under study is re-measured after a significant period of time to ascertain, if any changes have been produced or not, by the modifications introduced. If the change is a positive, the diagnosis is taken to be correct.
- **Summary of the Findings:** Findings have to be summarized precisely and clearly.
- **Conclusions and Generalizations:** The conclusions and generalization drawn should be continuously attempted and clearly focused.

## 4.6 How to Write a Case Study?

The case study cannot be written according to any particular form or in any special style. A casual free type of report is to be preferred to formal type. The length will vary with the case and the use to be made of the study. The report should not be lengthy, irrelevant material need not be included. Avoid technical terminology, and make it a rule to show loose generalizations. Possible care should be taken to avoid some common sources of inaccuracies such as:

- Errors in perception as to what is seen and heard.
- Falsification of memory.
- Unconscious omissions.
- Tendency to dramatize.
- Projection of one's own ideas, attitudes, values and the like into report.
- Inclination to pay special attention to unusual and striking incidents and to neglect the common place and small details that may have special significance in the light of the whole.
- Generalizations and conclusions should be developed from the data rather than from theories.
- A balance has to be struck between the completeness necessary for objectivity and brevity essential for clarity.

## 4.7 Advantages of Case Studies

- Good for addressing *how* and *why* questions.
- Gives concreteness to problems and solutions.
- Can be used to study evolutionary or decision-making processes.
- Provides in-depth information on a single setting, group or organization.
- Can be tailored to specific situations.
- Can provide background information as a guide for further study.
- Contributes insight into relationships and personal feelings.
- Draws out underlying assumptions and general knowledge.
- Can be used as a supplement to other methods.

## 4.8 Limitations of Case Studies

- Case study procedures are not standardized. Case studies of the same unit (person) made by two investigators may differ in a number of important aspects.
- The reliability and validity of case study material cannot be checked to any great extent through the use of statistical methods.
- The researcher develops a tendency towards adhoc theorizing. In place of finding some scientific explanation to a particular phenomenon, researcher tries to find some commonsense explanation for it.

- Time consuming and requires a large amount of data.
- Results may not be generalizable to a larger population
- May provide data on only one or two aspects of a problem.
- Requires good observational, recording and reporting skills.
- Information may be subjective because of investigator bias.

However, in spite of such limitations, some authorities consider the case study as one of the most useful research methods for applying the developmental point of view.

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## **5. SURVEY METHOD**

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The word survey is derived from two words ‘*Sur*’ or ‘*Sor*’ meaning ‘See’ and ‘*Veior*’ meaning ‘Over’. Survey, in simple terms means to “look over” or “see over”. Social survey is a process by which quantitative facts are collected about the social aspects of a community’s composition and activities. In other words, it is a fact finding study dealing with nature and problems of the community. Survey studies provide knowledge about the nature of objects, events and persons.

Surveys are a very popular method of collecting data and require a carefully designed questionnaire / interview schedule administered by mail, telephone or personal interviews. Surveys can be used to collect data on a participant’s knowledge, attitudes, skills and aspirations, adoption of practices, and programme benefits, evaluation and impacts. It is the responsibility of the evaluator to ensure that ethical standards are maintained. This means that participation is voluntary and survey results are made public in a way that maintains confidentiality.

In the context of urban planning and development, a survey may be conducted to assess the development needs of the stakeholders or undertaken to investigate some cause-effect relationship or to throw fresh light on some aspect of urban theories. When it comes to subject matter, the only factor common to surveys as they are concerned with the demography characteristics, the social environment, the activities on opinions and attitudes of some groups of people. Thus, we see that social surveys involve a complex variety of objectives, functions and methods.

### **5.1 Characteristics of Survey**

- It deals with the immediate problems.
- It has a limited geographical scope.
- It has a purpose.
- Facts collected through survey may form the basis of further social research.
- It is remedial in nature.

### **5.2 Objectives of Survey**

- Collect data related to various issues / problems in urban planning and development.
- Describe/ explain a phenomenon
- Attain useful knowledge
- Test hypothesis

- Attain knowledge of cause and effect relationship
- Study the economic conditions and factors responsible for these conditions
- Evaluate the programmes and assess the benefits derived from it
- Ultimately helps in bringing about development

### 5.3 Steps in Survey

- Selecting the problem
- Definition of aim
- Determination of scope
- Definition of time limits
- Examination of the means of information
- Determination of the unit of survey
- Determination of the amount of refinement
- Preparedness of respondents
- Construction of tools for data collection
- Field work and data collection
- Processing and analysis of collected data
- Interpretation and report writing

### 5.4 Types of Surveys

Surveys may be classified according to subject matter, technique of data collection, area covered, regularity etc.

#### (i) General and Specific Surveys

General survey is conducted for collecting general information about any population or institution in a general way without any particular object or hypothesis at hand.

*Example:* Census survey undertaken by the Government for supplying regular data on socio-economic problems.

Specific survey is conducted to study specific problems or particular aspect of the community. Therefore, specific surveys are more pointed and only such information as is directly related to the particular purpose is collected.

*Example:* Unemployment, development needs etc.

#### (ii) Direct and Indirect Surveys

In case of direct surveys quantification is possible, whereas in indirect surveys quantitative description is not possible.

*Example:* Direct survey - Demographic surveys

Indirect survey - Health and nutrition status surveys

### **(iii) Census Survey and Sample Survey**

In the census survey, all units are covered separately and studied. Whereas, in sample survey, only some representative unit is studied. Compared to census, sample survey consumes less time, energy and money but it is valid only if the sample is true representative of population.

### **(iv) Primary and Secondary Survey**

In the primary survey, the task of survey is taken up afresh and the surveyor sets the goals and collects relevant facts. But if some facts are already available and there is no need to examine them afresh by a new survey then the survey is called secondary survey. Primary survey is far more reliable than the secondary survey.

### **(v) Initial and Repetitive Survey**

If the survey is being made for the first time it is called initial survey and if it is being made second or third time it is called repetitive survey.

*Example :* Initial survey - Bench mark survey

Repetitive survey - Survey to study the impact of a programme

### **(vi) Preliminary and Final Survey**

A preliminary survey is called as 'pilot study'. It occupies the place of fore runner of the final survey. The purpose of this survey is to get the first hand knowledge of the universe to be surveyed. It helps a person to get acquainted with the problem and the nature of the respondents, to prepare the schedule or questionnaire and organizing the survey on proper lines. Final survey is conducted after the completion of pilot survey.

### **(vii) Official, Semi-official and Private Survey**

Official surveys are conducted by the government through its various departments. The surveys conducted by quasi-government institutions like university, corporations, boards etc., are semi-official surveys. If the survey is conducted by non government persons or agency, it is called private survey.

### **(viii) Public and Confidential Survey**

Some surveys are not of highly personal in nature and accordingly no secrecy is maintained in the collection of data or publication of results. These surveys are therefore known as public surveys. If the nature of the survey is such that information collected or source of information is not to be revealed to public, the survey is confidential.

### **(ix) Widespread and Limited Survey**

In widespread survey, a very large area or multiple purposes is involved, whereas in a limited survey only a small area and usually a specific aspect or problem is studied. The latter is comparatively more reliable.

### **(x) Postal and Personal Survey**

When the data is collected through dispatch of questionnaires by post, it is known as postal survey whereas, if the information is collected through direct interview of the respondents usually through schedule, it is known as personal survey.

### **(xi) Regular and Ad-hoc survey**

Regular surveys are repeated after regular intervals without fail. Majority of such surveys are mainly economic in nature.

*Example:* Census, economic survey, etc.

The ad-hoc surveys are conducted for specific purpose once for all. It is mostly used for testing the hypothesis.

## **5.5 General Procedures for a Survey Interview**

### **Minimizing Interviewer Bias**

- Maintain a neat appearance.
- Follow the sampling plan to locate respondents.
- Be considerate and honest with the respondent.
- Understand the purpose of the study.
- Ask questions exactly as written.
- Record responses accurately.
- Be familiar with the research instrument.
- Follow sampling instructions.
- Check work for completeness.

### **Initiating Contact**

- Introduce yourself, show your credentials.
- Remind respondent of the advance letter sent a few days earlier.
- Explain the purpose of the survey.
- Assure the respondent that his/her answers will remain confidential.
- Explain how respondents were chosen.

### **Guidelines for Interviewing**

- Choose respondents following the sampling criteria.
- Conduct the interview or select a mutually convenient time to return.
- To avoid distractions, try to conduct the interview without an audience.
- Remind participants that the interview is voluntary and their responses are confidential.
- Establish rapport by expressing appreciation of the respondent's responses and willingness to participate.
- Read questions as they appear in the questionnaire and record answers accurately.
- Do not express your opinions.

- If an answer to an open-ended question is incomplete or appears irrelevant, probe to get a clearer response.
- If a respondent refuses to answer a question, do not insist to get an answer. It may jeopardize the entire interview.

## **5.6 Methods of Survey**

### **(a) Telephone Survey**

In the telephone survey a prepared questionnaire is read to a selected group of people to get the response. The survey sample is often selected from a telephone directory or other lists. People on the list are interviewed one at a time over the phone.

#### **Advantages**

- Saves time and resources.
- Widespread respondents can be contacted with high response rate.
- Can address more complex questions than mail questionnaires.
- Quick and efficient source of data.
- Selection of a specific respondent is easier.
- Personal touch.

#### **Disadvantages**

- Questions must be clear and concise.
- They require interviewing skills and a trained supervisor.
- Exclusion of households without telephones or with unlisted numbers.
- Timing of calls is critical and may introduce bias.

#### **Implementing a Telephone Survey**

- Arrange the facilities for survey.
- Identify the sample and their telephone numbers.
- Send an advance letter / e-mail if addresses are available with information on when you will be likely to contact respondents, during working or non-working hours and how much time you need.
- Prepare well on the background information about the survey to answer respondents questions, if any.
- Develop an interview schedule.
- Decide on the number of calls to make to each number. In local surveys six to seven calls are customary.
- Decide how to handle refusals.
- Stick to the time schedule

### Sample Call Sheet for Telephone Interviews

A call-sheet is used for each number chosen from the sampling frame. The interviewer records information that allows the supervisor to decide what to do with each number that has been processed. Call sheets are attached to questionnaires after an interview is completed.

#### Telephone Interview Call Sheet

Survey title :.....

Questionnaire identification number .....

Area code & number ( ) ..... & .....

Contact attempts	Date	Time	Result code & comments	Interviewer I.D.
1				
2				
3				
4				
5				
6				
Additional comments				
Code	<b>Result Codes</b>			
	No answer after seven rings			
	Busy, after one immediate redial			
	Answering machine (residence)			
	Household language barrier			
	Answered by non-resident			
	Household refusal			
	Disconnected or other non-working number			
	Temporarily disconnected			
	Business or other non-residence			
	No one meeting eligibility requirement			

Contact only
Selected respondent temporarily unavailable
Selected respondent unavailable during field period
Selected respondent unavailable because of physical/mental handicap
Language barrier with selected respondent
Refusal by selected respondent
Partial interview
Respondent contacted - completed interview
Other
<b>Sample Help Sheet for Interviewers</b>
Name of sponsoring agency:
Purpose of study:
Contact person for survey:
Size of survey:
Identity of interviewer:
How respondents name was obtained:
Issues of confidentiality:
How to get a copy of results:
How will results be used: (Source: Murari Suvedi, Kirk Heinze and Diane Ruonavaara, 2008. How to Conduct Evaluation of Extension Programmes, Introductory Training Manual for Extension Educators, Michigan State University, USA. )

**(b) Mail Survey**

A mail survey or postal survey is the most frequently used type of survey in evaluation of urban planning and development programmes with least resources.

**Advantages**

- Can cover a large sample size over a widely dispersed population.
- Provides a visual display of questions.
- Free of interviewer bias.
- Enables respondents to give thoughtful answers and control the pace and sequence of response.
- Relatively inexpensive.

## **Disadvantages**

- Questionnaire must be short and carefully designed.
- Response rate is highly dependent on the number of contacts made with the respondent and the timing of the mailing.
- Little control over the completeness of the response.
- Those who reply may not be representative of the target population.
- Pre-testing of the questionnaire is necessary to avoid costly mistakes.
- Requires time collect data.
- Requires a literate population and a reliable postal system.

### **Implementing a Mail Survey**

- Design a written questionnaire with identification number.
- Pretest questionnaire to assure validity and reliability.
- Select sample population.
- Two weeks before mailing the survey, send an advance letter
- Mail the questionnaire including a cover letter and a stamped, self-addressed envelope
- Send a postcard a week or so later, thanking those who responded and reminding those who did not return the questionnaires
- Three weeks after mailing the first questionnaire, send a follow-up letter stating that a response has not been received, including a replacement questionnaire and a stamped, self-addressed envelope.
- In developing the mailing schedule avoid holidays.
- For most purposes, a 60 to 90 percent return rate is considered satisfactory.

## **(c) Personal Survey**

Personal or face-to-face surveys are conducted by talking individually to respondents and systematically recording their answers to each question.

### **Advantages**

- Can be used with a highly dispersed population.
- Suited for populations where a representative sample cannot be drawn.
- Can be used where there is a low literacy rate.
- High degree of control over who answers the survey.
- Interviewer can increase the willingness of respondents to answer questions.
- Visual aids can be used to facilitate understanding of survey questions.
- Questions can be fairly complex.

## **Disadvantages**

- Expensive and time-consuming.
- Interviewers must be carefully selected and receive adequate training.
- Requires a good supervisor.

### **Implementing a Personal Survey**

- Send an advance letter if names and addresses are available with details on the survey, dates and time of your visit.
- An introductory letter explaining the purpose of the survey to be left with the respondent. Identify and train interviewers.
- Notify public officials about the survey.
- Supervisor should be available by telephone while the survey is being carried out to handle any problems that may arise.
- Supervisor should meet regularly with interviewers to edit questionnaires and answer any questions interviewers may have. Costly errors, misunderstandings, and cheating by interviewers can be detected at this time.

## **5.7 Advantages of Surveys**

- Survey is the only practical way to collect any type of information.
- Survey facilitates drawing generalization about large population.
- It helps the researcher to find out the new problems.
- Survey helps to construct plan for the development of the society
- It permits fairly complex questions and allows for anonymity of respondents.
- Easy to reach a large number of people.
- Surveys are useful when the population is widely dispersed.

## **5.8 Limitations of Surveys**

- Expensive and time consuming
- A survey does not easily prove a cause-and-effect relationship.
- Surveys are difficult to use in cross-cultural settings.
- Using surveys requires a fairly literate population.
- It can be difficult to find an accurate and up-to-date list of potential respondents.

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## **6. PROJECT PROPOSAL**

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The steps involved in project proposal are:

### **1. Select the Topic by Considering the Following Points**

- Suitability of the topic.
- Relevance of the topic to the urban planning and development.
- Time available at your disposal.
- Feasibility of data collection within the given time limit.
- Challenges involved in the data collection and how to meet them.
- Cost involved in the data collection.
- Communication facilities and local language.

The Project Proposal should clearly state: Title, Introduction, Objectives, Problem Statement, Research Methodology (with locale, sampling, instruments and statistical tools to be used), Limitations if any, and References.

Some of the broad areas and topics for project proposals are given in **Annexure-I**.

### **2. Consult the Supervisor for Guidance in Topic Finalization**

The eligible project supervisors include:

- a. Faculty at the Headquarters.
- b. Academic Counsellors of P G Diploma in Environmental and Occupational Health with relevant experience.
- c. Teachers / Researchers in the area of Sustainable Development.
- d. Ph. D. in Environmental science/study or Economics or Sociology or anthropology or any related disciplines.
- e. Masters / M.Phil in Environmental science/study or Economics or Sociology or anthropology or any related disciplines any related disciplines with 2 years research or teaching experience.

In case the proposed supervisor is not acceptable to the School of Extension and Development Studies, the student shall be advised so, and in such cases the student should change the supervisor and resubmit the proposal. Hence the student will submit project proposal afresh with the signature of the new supervisor, as it will be considered as a new proposal. Similarly if a student wants to change his/her supervisor for any reason, he/she would be required to submit the project proposal along with the signature of the new supervisor on a new project proposal proforma, as it would be considered as a new proposal.

In case of academic counsellors, it should be clearly mentioned as to which are the courses he/she is counselling for, and since when, along with the name and code of the study centre, he/she is attached with. The project supervisor will be paid a token honorarium of Rs.300/- by the University for guiding the student (University may revise the honorarium from time to time).

### **Responsibilities of Supervisors**

- To provide guidance regarding selecting a very focused topic.
- To encourage learners to study books /newspapers/magazines; discuss with experts in the area to find out some topics of their interest.
- To provide the information about the settings where the empirical data (if needed) for the project can be collected.
- To provide information about the related literature.
- To motivate learners from time to time & to provide them required help whenever they need.
- Encourage learners to work originally, not to copy or reproduce; and to proceed systematically.
- Give letter of authorization which would enable/help them to collect the data for their research (The authorization letter can also be given by the concerned study centre/ regional centre).

### **3. Project Proposal Submission and Approval**

After selection of the supervisor and finalising the topic, student should send the Project Proposal Proforma along with one copy of the Project Proposal signed by the supervisor and Bio-data of the supervisor to **Coordinator (PGDEOH), School of Interdisciplinary and Trans-disciplinary Studies (SOITS), IGNOU, Maidan Garhi, New Delhi-110068** for approval. Students are advised to retain a copy of the synopsis. Students admitted in January session are advised to submit project proposal by 30th April and those admitted in July session by 31st October for timely approval and completion of the programme. However, students who miss these dates can submit project proposals throughout the year for approval.

### **4. Communication of Approval**

A written communication regarding the approval/non-approval of the project will be sent to the student within six weeks of the receipt of the proposal in the School through e-mail and by post.

### **5. Resubmission of Project Proposal**

In case of non-approval of the proposal the comments/suggestions for reformulating the project will be communicated to the student. In such case the revised project proposal should be submitted with revised project proposal proforma and a copy of the rejected project proposal, project proposal proforma bearing the comments of the evaluator and P.P. No. (Project Proposal Number) allotted.

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## 7. PROJECT REPORT

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### 1. Formulation

- The length of the report may be about 40 to 50 double spaced typed pages not exceeding approximately 10,000 words (excluding appendices and exhibits). However 10% variation on either side is permissible.
- Each project report must include Title, Introduction, Objectives, Problem Statement, Research Methodology (with locale, sampling, instruments and statistical tools to be used), Results and Discussion, Summary, Limitations if any, and References.
- The project report should also contain the following:
  - a) Copy of the approved project proposal proforma and project proposal.
  - b) Certificate of originality duly signed by the student and the supervisor.

### 2. Submission of Project Report

One typed copy of the project report is to be submitted to the **Registrar (Students Evaluation Division), IGNOU, Maidan Garhi, New Delhi-110 068**. As soon as you submit the Project Report, a P.R. No. would be allotted which will be communicated to the student. Student should quote this P.R.No. while corresponding with Students Evaluation Division regarding Project Report.

Project Report can be submitted any time throughout the year. If a Project Report is submitted between 1st December to 31st May then the result will be declared along with June Term-end examinations. If a Project Report is submitted between 1st June to 30th November then the result will be declared along with December Term-end examinations.

#### **Some Important Notes While Preparing the Project Proposal**

- 1) Send only one copy of the Project Proposal, and retain a copy with you.
- 2) “MEVP-001” should be written prominently on the envelope and should be addressed to **The Coordinator (PGDEOH), School of Interdisciplinary and Trans-disciplinary Studies (SOITS), IGNOU, Maidan Garhi, New Delhi-110068**.
- 3) Ensure the inclusion of the following while submitting the Proposal:
  - a. Proforma for approval of project proposal, duly filled and signed by both, the student and the supervisor (**Annexure –II**) .
  - b. Detailed bio-data of the supervisor duly signed by him/her with details on date of birth, full office and residential addresses along with contact telephone numbers, academic qualifications including year of passing and work experience along with designation and name of the organisation..
  - c. Project proposal.
- 4) The Synopsis of your Project Proposal should include: Title, Introduction, Objectives, Problem Statement, Research Methodology (with locale, sampling, instruments and statistical tools to be used), Limitations if any, and References.

### **Some Important Notes While Preparing the Project Report**

- 1) The language to be followed for the project work should be in English.
- 2) The project report should be submitted in original in A-4 Size (29 x 20 cm), typed in double space, **in a bound volume to the Registrar (SED) of the University** by Registered / Speed post.
- 3) Kindly mention on the top of the envelop “**PROJECT REPORT-PGDEOH (MEVP-001)**”. This will facilitate sorting out Project Reports received in SED for various Programmes.
- 4) Students should keep a copy of the Project Report with them. The Project Report will not be returned to the student.

### **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-III**).

**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**Dennision, B. (1984). Bringing corporate culture to the bottomline. *Organizational Dynamics*,13, 22-24.Neelameghan, A. (1990) Sr Ranganathan's impact on knowledge organisationtools. *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: VivaBooks.

**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.

The Supervisor may send the bill for Project Guidance in the format given in **Annexure IV** while submitting the project report for evaluation.

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## **8. EVALUATION OF PROJECT REPORT**

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The total marks for the Project is 100 (70% for the project report and 30% for viva-voce). For successful completion of the Project, a learner should secure a minimum of 40% marks in the Project Work. The Evaluation scheme for the project work is given in **Annexure V**. The external examiner will be selected by the Student Evaluation Division from the approved list provided by School of Interdisciplinary and Trans-disciplinary Studies (SOITS). Proforma for remuneration bill for evaluation of project is given in **Annexure VI**.

### **Annexure- I**

#### **Sample Topics for a Project Proposal**

In order to enable you to choose a topic for your Project Work, we have listed below some topics. This does not imply that you will choose only these topics. These are just sample topics, which are meant to provide you with ideas and will guide you in selecting a topic of your interest.

1. Survey of Water Pollution in your area and its Management.
2. Survey of Air Pollution in your area and its Management.
3. Survey of Soil Pollution in your area and its Management.
4. Survey of Electronic Waste in India and its Management.
5. Report on recent Natural Hazards Events in India.
6. Study on Environmental Toxicants in Food.
7. Study on Environmental Toxicants.
8. An Analysis of Environmental Impact Assessment in your area.
9. Study on Sustainable Agricultural Management Practices.
10. Survey of Industrial Pollution of any town/city in India.
11. Study of Infectious Hazards in Health Care Settings.

**School of Interdisciplinary and Trans-disciplinary Studies (SOITS),  
 Indira Gandhi National Open University  
 Maidan Garhi, New Delhi- 110068**

**PROFORMA FOR APPROVAL OF PROJECT PROPOSAL (MEVP-001)**

Enrolment No. :	Study Centre:
	Regional Centre:
Name and Address of the Student	
Title of the Project	
Name and Address of the Supervisor	
Is the Supervisor an Academic	Counsellor of PGDEOH? Yes / No
If Yes, Name and Code of Study Centre	

Signature of Student

Signature of Supervisor

Date :

Date :

*Please do not forget to enclose the project proposal and the Bio-data of the Supervisor. In case the complete and signed Bio-Data of the Supervisor (Even if the proposed supervisor is an academic counsellor of IGNOU's PGDEOH Programme) is not enclosed, the proposal will not be entertained*

**(For Office Use only)**

<b>Project Proposal</b>	<b>Supervisor</b>
Approved	Approved
Not approved	Not approved

*Comments/Suggestions if any on the Project Proposal*

**(Signature of Faculty)**

**School of Interdisciplinary and Trans-disciplinary Studies (SOITS)**

**CERTIFICATE OF ORIGINALITY**

This is to certify that the project titled “ ..... “  
is an original work of the Student and is being submitted in partial fulfilment for the award  
of the Post-Graduate Diploma in Environmental and Occupational Health (PGDEOH) of Indira  
Gandhi National Open University ( IGNOU). This report has not been submitted earlier either  
to this University or to any other University/Institution for the fulfilment of the requirement of  
a course of study.

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



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
STUDENT EVALUATION DIVISION  
MAIDAN GARHI, NEW DELHI-110068**

The remuneration bill has to be submitted after or along with the submission of the Project Report.

**REMUNERATION BILL FOR GUIDANCE OF PROJECT WORK**

1. Programme Title: Post-Graduate Diploma in Environmental and Occupational Health (PGDEOH)
2. Name of the Supervisor:
3. Residential Address
4. Designation
5. Official Address :
6. Telephone No:                      Off: ..... Res: .....

S. No.	PROJECT	ENROLMENT No.	NAME OF THE STUDENT(S)	AMOUNT
			<b>Total</b>	

Certified that I have guided the student(s) for their Project Work.

Dated .....

Signature of the Supervisor

**Note:** The remuneration payable for guidance of Project Work is as per the University norms.

Certified that the above Project Supervisor was approved and recommended by the concerned school of study and above claim may be admitted.

**Dy. Registrar/Asstt. Registrar**

**Section Officer**

**Dealing Assistant**



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
STUDENT EVALUATION DIVISION  
MAIDAN GARHI, NEW DELHI-110068**

**EVALUATION SCHEME FOR PROJECT WORK**

Name of the Programme	PG Diploma in Environmental and Occupational Health (PGDEOH)
Course Code	MEVP-001
Name of the Student	
Enrollment No.	
Project Title	

**Evaluation Scheme**

<b>Details</b>	<b>Maximum Marks</b>	<b>Marks Obtained</b>
Introduction (With Objectives & Rationale)	10	
Review of the literature	10	
Methodology	10	
Results and Discussion	30	
Conclusions	10	
Viva voce	30	
Total	100	

Comments if any .....

.....

.....

Date

Signature of the External Examiner

Place

Name & Address:

The remuneration bill has to be submitted along with the evaluated project report.



Annexure VI

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
STUDENT EVALUATION DIVISION  
MAIDAN GARHI, NEW DELHI-110068**

**REMUNERATION BILL FOR PROJECT REPORT EVALUATION**

1. Programme Title : PG Diploma in Environmental and Occupational Health (PGDEOH)
2. Name of the Evaluator :
3. Residential Address :
4. Designation :
5. Official Address :
6. Telephone No. : Off: ..... Res: .....

S.No.	Project	Enrolment No.	Name of the student(s)	Amount
<b>Total</b>				

Certified that I have Evaluated the Project Report (s) of the above student(s)

Dated .....

Signature of the Supervisor

**Note:** The remuneration payable for evaluation of Project Report is as per the University norms.

Certified that the above Project Evaluator was approved and recommended by the concerned school of study and above claim may be admitted.

**Dy. Registrar/Asstt. Registrar**

**Section Officer**

**Dealing Assistant**



Indira Gandhi National Open University  
School of Interdisciplinary and  
Trans-disciplinary Studies

**MEVP - 001**  
**Project Work**

**Post Graduate Diploma in Environmental  
and Occupational Health  
(PGDEOH)**

**HANDBOOK**



“Education is a liberating force , and in our age it is also a democratizing force, cutting across the barriers of caste and class, smoothing out inequalities imposed by birth and other circumstances “

- Indira Gandhi