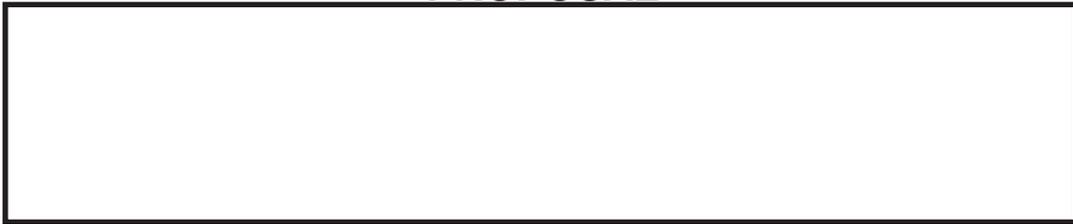


PART II
GUIDELINES FOR PREPARATION OF A PROJECT
PROPOSAL



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A PROJECT PROPOSAL

You may prepare a draft proposal and discuss the same with your supervisor. The following steps are provided to you for preparing the project proposal (see the example given in Part IV of this Project Work Handbook).

1) **Project Title**

The title of the project should clearly specify the type and nature of the project. It should be clear, brief and specific. It is suggested that the topic should be related to your field of work.

2) **Introduction**

In the introduction, you may provide a description of the topic, broad area of the study; why the topic is important and clarification of the important concepts.

3) **Statement of the Problem**

The statement of problem should briefly contain an analysis and relevance of the problem. To be exact, this is a rationale for carrying out the study. Existing literature is reviewed and gaps are brought out so as to provide justification for choosing specific topic of the study.

4) **Objectives**

The objectives of the proposed project work should state your intention for carrying out this project. Usually a topic contains three to four objectives. These objectives can be given in a serial form, pinpointing your approach. For example, you want to study the problem of drop-out among girl children in a rural area. You may like to study the reasons for high drop-outs rate among various socio-economic classes of people. Such objectives thus, will spell out the scope of the study.

5) **Hypothesis**

Hypothesis is the probable answer to the problem you have undertaken, and the project tests the hypothesis. But not all studies involve testing of hypothesis (mostly experiment-based studies have hypotheses). You can discuss with your supervisor as to type of study you want to undertake. **You may even avoid hypotheses for your study since you are expected to make only a small-survey of about 100 respondents.**

6) **Universe of the Study**

If the project involves field work, you should define the universe of the study. Universe is defined as the entire area or population taken for the particular study. This will depend on the geographical limits of the study and the unit of the study. For instance, if you are studying the characteristics of households in a village, then all the households will comprise the universe of the study. You will draw the sample from this universe.

7) **Sample**

If your project proposal is based on field work you will have to choose a sample from the universe. A sample is representative of the whole population. Sampling can be done in many ways such as random sampling, cluster sampling etc. To know more about the different types of sampling, please refer to on any standard book on statistics which you might have consulted while

studies on preparing for Research Methods is Rural Development.

8) **Tools for Data Collection**

You should suggest what kinds of tools you intend to use for the collection of data from various sources. You may have to choose more than one tool for a particular study since social reality is always complex and multi-faceted.

9) **Data Analysis**

The raw data has to be scrutinized and coded and then data analysis can be done, using statistical methods. It is desirable that the techniques, which you intend to use are mentioned in the proposal.

10) **Tables**

Tables will have relevant statistical calculations such as percentage, mean, median standard deviation, co-relation etc.

Tables will have proper numbers (i.e. Chapter I will have Table 1.1, Table 1.2 etc; Chapter 2 will have Table 2.1, Table 2.2 etc.). Table number will be followed by Table title which should be as brief as possible while conveying the matter contained in the table clearly. If a table is lifted from some other sources, it should be indicated below the table. Table interpretation may be given in three paragraphs: (i) an introduction to the parameter or topic, (ii) interpretation, (iii) major findings-indications.

11) **Chapter Plan**

Chapter plan or chapterization will give a tentative plan for writing the report. This exercise will help you in completing your dissertation smoothly and in a systematic way.

12) **Report Writing**

For writing report, you must follow the following guidelines:

- Make a chapter plan (see the example in Part IV)
- The length of each chapter should be more or less the same. For example, it should not be that one chapter is of 15 pages and another of 40 pages. The ideal chapter length should be of around 20 pages.
- Each chapter will bear
 - Chapter number
 - Chapter title
 - Introduction
 - Main titles, subtitles and sub-sub titles
 - Conclusions
 - Proper references
 - Graphics/illustrations etc.

— Well presented with proper layout.

- Do not fill up chapters with too many tables. You may have about 5 to 7 tables in a chapter.
- Choose only the most important areas for presentation in tabular form.
- Rest of the findings can be given in a narrative form.