

ABOUT UNIVERSITY

Dr. C.V. Raman University was established on 3 November, 2006, in the district of Bilaspur, Chhattisgarh by the “All India Society for Electronics and Computer Technology” (AISECT), the Sponsoring Body. The University was named after the first Nobel Laureate of the country in the field of science – Dr. C.V. Raman, an Indian physicist efforts influenced in the growth of science in our country. The University's principle goal is to evolve a new cadre of highly skilled technical professionals with deep academic insights and a strong sense of Indian ‘Values and ethics’, commemorating our forefathers who helped shape this nation.

The Sponsoring Body of the University-All India Society for Electronics and Computer Technology (AISECT) is an ISO 9001:2008 certified organization, established in 1985 and is today’s one of The India's most reputed and trusted Education Groups which houses private Universities, Engineering Colleges, Professional Institutions & Education Centres across the country. Till date, AISECT has transformed the lives of over 19 lakh students and has uplifted the lives of millions of people in the community. AISECT has been lauded for its exceptional work and has won awards from the World Bank, NASSCOM, TiE, Government of India, Government of Madhya Pradesh and several others on account of its commitment to high quality education over the last 28 years. AISECT is also a partner institution with Gol, GoMP and GoCG in their Common Service Centre Program and several other projects of state and national concern.

MAIN OBJECTIVES

- Provide quality higher education and make provisions for research
- Create higher levels of intellectual abilities among our students
- Establish state-of-the-art facilities for education, training and examination, including online training
- Carry out teaching, research and offer comprehensive learning for a bright professional career
- Create centers of excellence for R&D to promote an environment of innovation and research
- Provide consultancy to public organizations and the Industry
- Award and maintain the standard of degrees, diplomas, certificates and other academic distinctions in accordance with the norms laid down by UGC, AICTE, BCI, MCI and other regulatory bodies.

RECOGNITIONS

- The University is recognized under Section 2(f) of the UGC Act.
- Joint Committee Approval of DEB(UGC/AICTE/DEB)
- Other recognitions include AICTE, NCTE, BCI and DEB
- It is the first University in the state of Chhattisgarh to be awarded an ISO: 9001-2008 Certification.
- Membership of the Association of Indian Universities (AIU)
- NAAC B+

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THE FACULTIES OF STUDIES

The University has wide range of faculties which offers the traditional as well as the new era job oriented courses. The main emphasis is on providing a wide choice of courses at different levels. The following faculties currently are in operation in the University:

- Faculty of Arts
- Faculty of Commerce
- Faculty of Management
- Faculty of Science
- Faculty of Engineering
- Faculty of Information Technology
- Faculty of Education
- Faculty of Law

ABOUT INSTITUTE OF OPEN AND DISTANCE EDUCATION (IODE), CVRU

Education determines the quality of our life to a great measure, especially professional life. However, for many, in some circumstances, the path to education is ridden with many obstacles, including location, geographical inflexibility and lack of time. Fortunately, distance education is changing that scenario by providing an effective alternative platform to learn new skills and acquire a degree, such as distance education MBA, without having to attend traditional classes. We, a UGC/DEB approved distance university (1 may 2009), offer various undergraduate and post-graduate degrees, along with a number of diplomas, which have benefitted many distance learners.

Our distance learning programmes are the shining light that many have been looking for; they unite conventional teaching approaches, including course materials in the form of books, and modern teaching methodologies, which include online access to the course. Our unique approach has made us the centre of distance education in Chhattisgarh, helping scores of professionals to obtain a degree and fly high in their careers.

With our distance learning programmes, we are bringing people into the fold of skilled workforce, which has changed the life of many.

What makes us a distinguished Chhattisgarh distance education university?

- Reaching various far-flung regions of the state through information technology
- Providing professional education, need- and knowledge-based
- Setting new national standards in distance education

IMPORTANT ACHIEVEMENTS

- AN ISO 9001: 2008 Certified University
- World Education Award
- Largest Network for Learning Support System.
- Declaration of Term end result Time to Time.
- Best in Skill Development Award 2015
- Best University in Open Distance and online Award 2017

ACADEMIC PROGRAMMES OFFERED BY THE UNIVERSITY IN OPEN AND DISTANCE LEARNING MODE

The University offers through the Institute of Open and Distance Education (IODE) both short term and long term programmes leading to Certificates, Diploma and Degrees, which are conventional as well as innovative. Most of these programmes have been developed after an initial survey of the demand for such Programmes in the job market. They are launched with a view to fulfil the learner's need for skill and employability.

- Certification,
- Improvement of skills,
- Acquisition of professional qualifications,
- Continuing education and professional development at work place,
- Self-enrichment,
- Diversification and updation of knowledge, and
- Empowerment.

PROMINENT FEATURES OF THE OPEN AND DISTANCE EDUCATION AT CVRU

The open and distance education at the Dr. C. V. Raman University has certain unique features such as

- Individual study - flexible in terms of place, pace and duration of study.
- Use of latest information and communication technologies.

- Modular approach to programmes.
- Cost-effective programmes.
- Socially and academically relevant programmes based on students need
- Convergence of open and conventional education systems.
- Take higher-education to the unreached sections of the society through the use of information technology.
- Provide need and knowledge-based professional education.
- Set the national standards for Distance Education.

PROGRAMME DELIVERY MODE

The methodology of instruction in the distance learning mode in the university is different from that of the conventional regular programs. The system adopted for this more learner oriented and the learner is an active participant in the pedagogical process. Most of the instructions are imparted through distance education methodology and face to face mode as per requirement. The programme delivery methodology used in the distance learning mode follows a multimedia approach for instructions, which comprises:

- **Self Instructional Written Material:** The printed study material (written in self instructional style) for both theory and practical components of the programs is supplied to the learners in batches for every course.
- **Audio-Visual Material Aids:** The learning package contains audio and video CDs which have been produced/adopted by the University for Better Clarification and enhancement for understanding of the course material given to the learners. A video programme is normally of 25-30 minutes duration. The video cassettes are screened at the learner support centre during specific sessions which are duly notified for the benefit of the learners.
- **Counseling Sessions:** Normally counseling sessions are held as per schedule drawn by the IODE DR. C. V. RAMAN UNIVERSITY. These are mostly held outside the regular working hours of the learner support centre.
- **Teleconferences:** Live teleconferencing sessions are conducted via Internet/ satellite through interactive Video Conferencing facility (available at some places) from the University studios, the schedule of which is made available at the learner support centre.
- **Industrial Training/Practical/Project work:** Some programmes have industrial training/practical/ project component also. Practical are held at designated institutions for which schedule is provided by the learner support centre. Attendance at practical is compulsory. For Project Work, comprehensive project guide, in the form of booklet, is provided to the student along with the study material.
- The printed study materials will be dispatched periodically to the enrolled students for each paper of study. These materials will be as guide for the students for effective

learning. The assignment for internal assessment shall also be dispatched along with the study material. Online modules are also available for some courses. These are in progress and as and when available, these will be available on the website of the students for registered candidates.

- The counseling sessions will be of 30 days duration for a course in a year. The actual schedule and place of contact program shall be announced and communicated to students in – time.

EVALUTION SYSTEM

The system of evaluation in open and distance learning system has a multi-tier system of evaluation.

1. Self-assessment exercise within each unit of study.
2. Continuous evaluation mainly through assignments which are tutor-marked practical assignments and seminar/workshop/extended.
3. The term-end examinations.
4. Project work.

The evaluation of learners depends upon various instructional activities undertaken by them. A learner has to write assignment responses compulsorily before taking term-end examination from time to time to complete an academic programme. A learner has to submit TMA responses to the learner support centre established by IODE Dr. C. V. Raman University. A learner should keep duplicate copies of assignments responses of TMA that may be required to be produced at Student Evaluation Division on demand. Term-end examination will be conducted at various examination centre approved by institute of open and distance education Dr. C. V. Raman university spread all over the Chhattisgarh. The weightage for Term End Examination will be 70% and weightage for Internal Assessment will be 30 % for this programme.

TERM-END EXAMINATION AND PAYMENT OF EXAMINATION FEE

The University conducts Term-end Examination in semester system and held in the month of Nov/Dec and May/June every year. Students will be permitted to appear in term-end examination subject to the conditions that:

1. Registration for the courses, in which they appeared is valid,
2. Minimum Time to pursue these courses is elapsed.
3. Submission of required number of assignment in respective courses by the due date.

Students can also submit on-line examination form as per guidelines through website at www.cvrु.ac.in. Examination fee is required to be paid online payment gateway as per the fee

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table. Please do all correspondence regarding the course admission and other detail at the following address:

The Director
Institute of Open and Distance Education (IODE)
Dr. C. V. Raman University
Kargi Road, Kota, Bilaspur, Chhattisgarh
Phone: 07753253851, 8827920016, 8827920019
Email: cvrussd@gmail.com

LEARNER SUPPORT DESK:

Phone: 07753253872, 07753-253873, 8359050061
Email: cvrussd@gmail.com

PROGRAMME GUIDE

DISTANCE EDUCATION PROGRAMMES

POST GRADUATE DIPLOMA IN RURAL DEVELOPMENT (PGDRD)

- Scheme of Examination
- Detailed Syllabus
- Counseling and Study Structure
- Study Modules & Book Information
- Date Schedule & Instructions for Submitting Assignments
- Guideline For Preparation of Project Report



DR. C.V.RAMAN UNIVERSITY
INSTITUTE OF OPEN AND DISTANCE EDUCATION (IODE)

KARGI ROAD, KOTA, BILASPUR, CHATTISGARH

PHONE : 07753253851, 8827920016, 8827920019 FAX : 07753-253728

E-MAIL : cvrussd@gmail.com WEBSITE : www.cvru.ac.in

CVRU-IODE Programme Guide (2018-19) – FACULTY OF SCIENCE

POST GRADUATE DIPLOMA IN RURAL DEVELOPMENT (PGDRD)

Duration - 12 Months (1 Year)

Eligibility - Graduation in any discipline

SCHEME OF EXAMINATION

Course Code	Name of the Course	Credit	Total Marks	Theory		Practical/Project Report		Assignments/Project Viva voce	
				Max	Min	Max	Min	Max	Min
Semester-I (Compulsory Papers)									
1PGDRD1	Rural Development – Indian Context	6	100	70	28	-	-	30	12
1PGDRD2	Rural Development – Programme	6	100	70	28	-	-	30	12
1PGDRD3	Rural Development – Planning and Management	6	100	70	28	-	-	30	12
Total aggregate required to pass		18	300	210	84	-	-	90	36
Semester-II (Choose any one from 2PGDRD1,2PGDRD2,2PGDRD3. Project is compulsory)									
2PGDRD1	Rural Social Development	6	100	70	28	-	-	30	12
2PGDRD2	Rural Health Care	6	100	70	28	-	-	30	12
2PGDRD3	Communication and Extension in Rural Development	6	100	70	28	-	-	30	12
2PGDRD4	Research Methodology & Project Work	8 (2+6)	100	-	-	70	28	30	12
Total aggregate required to pass		14	200	70	28	70	28	60	24

Evaluation Scheme

1. 40% in each theory, practical, project, dissertation & internal assessment and also total aggregate marks for passing is 40 %.



Dr. C.V. RAMAN UNIVERSITY

INSTITUTE OF OPEN AND DISTANCE EDUCATION (IODE)

Kargi Road, Kota, Bilaspur (C.G.)

DETAILED SYLLABUS

SEMESTER- First Semester

PROGRAMME: PGDRD

THEO. MAX. M: 70 MIN. M: 28

COURSE CODE: 1PGDRD1, CREDIT:-6

ASSIG. MAX.M: 30 MIN. M: 12

COURSE: Rural Development – Indian Context

Rural Society and Economy - Introduction to Rural Sociology, Rural Demography, Rural Social Structure, Rural Economic Structure, Rural Poverty
Rural Development : Concepts, Structure and Experience - Development-An Overview, Rural Development : Concepts and Strategies, Rural Development Experience : An Asian Perspective
Rural Development – Agrarian Issues - Agrarian Movements, Land Reforms, Green Revolution
Agricultural Extension Services
Rural Development Administration - Administrative Structure, Panchayati Raj, Cooperatives in Rural Development, Rural Credit and Banking
Dynamics of Change in Rural India - Social Change : Mobility & Mobilization, Empowerment
Information, Education and Communication (IEC), Information Technology and Rural Development



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SEMESTER- First Semester

PROGRAMME: PGDRD

THEO. MAX. M: 70 MIN. M: 28

COURSE CODE: 1PGDRD2, CREDIT:-6

ASSIG. MAX.M: 30 MIN. M: 12

COURSE: Rural Development – Programmes

Poverty Alleviation Programmes – A Retrospect - Poverty Alleviation Programmes – A Retrospect

Minimum Needs Programme, Integrated Rural Development Programme (IRDP), TRYSEM and DWCRA

Jawahar Rozgar Yojana (JRY), Employment Assurance Scheme (EAS)

Programmes for self & Wage Employment and Social Security Current Strategy - Swarnjayanti Gram Swarozgar Yojana (SGSY)-1, Swarnjayanti Gram Swarozgar Yojana (SGSY)-2, Sampurna Grameen Rozgar Yojana (SGRY), National Social Assistance Programme (NSAP), Food Security – TPDS

Other Development Programmes - Prime Minister’s Rozgar Yojana (PMRY), Rural Employment Generation Programme (REGP), Rashtriya Mahila Kosh, Programmes of Development Finance Corporations

Rural Basic Services and Infrastructure - Elementary Education and Total Literacy Campaign (TLC), Rural Housing, Rural Health Care, Drinking Water and Rural Sanitation, Rural Electrification & Energy, Rural Connectivity

Natural Resources Management and Environment - Drought-Prone Areas Programme and Desert Development Programme, Integrated Wasteland Development Programme, Social Forestry and Joint Forest Management, Science and Technology for Rural Development



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SEMESTER- First Semester

PROGRAMME: PGDRD

THEO. MAX. M: 70 MIN. M: 28

COURSE CODE: 1PGDRD3, CREDIT:-6

ASSIG. MAX.M: 30 MIN. M: 12

COURSE: Rural Development – Planning and Management

Rural Development Planning - Planning for Rural Development, Planning Process
Multi-level Planning, District Planning, Grassroots Level Planning (Block Level Planning),
Grassroots Level Planning (Village Level Planning)
Rural Development Management - Issues in Management of Rural Development Projects,
Project Dimension, Identification and Formulation, Project Appraisal-I (Technical Feasibility),
Project Appraisal-II (Economic Feasibility), Project Appraisal-III (Financial Feasibility),
Programme Implementation (Activity Planning and Network Analysis), Monitoring
Development Projects
Project Evaluation,
Voluntary Action - Voluntary Effort in Rural Development, Voluntary Agency Administration
Developing Community Based Programmes and Projects, Social Action, Formation and
Strengthening of Voluntary Organisations



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SEMESTER- Second Semester

PROGRAMME: PGDRD

THEO. MAX. M: 70 MIN. M: 28

COURSE CODE: 2PGDRD1, CREDIT:-6

ASSIG. MAX.M: 30 MIN. M: 12

COURSE: Rural Social Development

Development of Rural Women - Rural Women : Status and Development Strategies, Education and Training of Rural Women, Health and Nutrition of Rural Women, Empowerment of Rural Women (Gender Frame Work Approach), Empowerment of Rural Women – Policies and Programmes

Development of Rural Childern - Situation of Rural Children, Health and Nutrition of Rural Children, Education of Rural Children, Integrated Child Development Service Programme

Development of Scheduled Castes, Scheduled Tribes and Other Under-Privileged Groups - Development of Scheduled Castes, Development of Scheduled Tribes, Development of Artisans and Landless Labourers

Policies and Social Legislations on Children, Women and SC/ST - Social Legislations on Children

Social Legislations on Women, Social Legislations on Scheduled castes and Scheduled Tribes, Social Legislations on Disadvantaged

Other Social Legislations



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SEMESTER- Second Semester

PROGRAMME: PGDRD

THEO. MAX. M: 70 MIN. M: 28

COURSE CODE: 2PGDRD2, CREDIT:-6

ASSIG. MAX.M: 30 MIN. M: 12

COURSE: - Rural Health Care

Health : Concepts and Components - Health and Development, Development of Health Care Services in Rural India : A Review, Health and Nutrition Status in Rural India, Different Models of Health Care Delivery : An Outline

Health Care : Programmes and Performance, Communicable Diseases in India – An Overview, Prevention and Control of Communicable Diseases in Rural India, Environmental Sanitation and Hygiene

Reproductive and Child Health Programme (RCH)

Health Care : Planning and Management

Planning Rural Health Care Services

Management of Rural Health Care Services

Communication and Health Education : An Outline

NGO Experience in Health Care



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SEMESTER- Second Semester

PROGRAMME: PGDRD

THEO. MAX. M: 70 MIN. M: 28

COURSE CODE: 2PGDRD3, CREDIT:-6

ASSIG. MAX.M: 30 MIN. M: 12

COURSE: Communication and Extension in Rural Development

Basic Principles and Techniques of Communication, Meaning, Concept and Functions of Communication

Communication Channels and their Use in Rural Development, Communication-Media Mix for Rural Development

Extension : Concepts, Philosophy and Approaches, Concepts, Philosophy and Principles of Extension, Historical Development of Rural Extension in India, Types of Rural Extension, Extension Methods

Planning Communication – Extension Support for Rural Development, Communication Support Extension Management, Organisational Communication, Communication Strategies for Rural Development-Media Mix



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SEMESTER- Second Semester

PROGRAMME: PGDRD

PRACTICAL MAX.M:70 MIN.M:28

COURSE CODE: 2PGDRD4, CREDIT:-8(2+6)

ASSIG. MAX.M: 30 MIN. M: 12

COURSE: Research Methodology and Project Work

Methods in Social Research, Designing a Research Study, Tools of Data Collection, Analysis of Data and their Presentation, Statistics on Rural Development

Counseling and Study Structure

Sl. No.	Course Code	Title of the Course	Credit	Total Hours of Study	Counseling and Study Structure (hours)				Project
					Face to Face Counseling	Self study	Practical	Assignments	
Semester I (Compulsory Papers)									
1	1PGDRD1	Rural Development – Indian Context	6	180	24	102	-	54	-
2	1PGDRD2	Rural Development – Programme	6	180	24	102	-	54	-
3	1PGDRD3	Rural Development – Planning And Management	6	180	24	102	-	54	-
Semester II (Choose any one from 2PGDRD1,2PGDRD2,2PGDRD3. Project is compulsory)									
5	2PGDRD1	Rural Social Development	6	180	24	102	-	54	-
6	2PGDRD2	Rural Health Care	6	180	24	102	-	54	-
7	2PGDRD3	Communication and Extension in Rural Development	6	180	24	102	-	54	-
8	2PGDRD4	Research Methodology & Project Work	8	240	-	-	-	60	180

CVRU-IODE Programme Guide (2018-19) – FACULTY OF SCIENCE**STUDY MODULES AND BOOKS INFORMATION**

Course Code	Name of the Course	Books / Modules to be used
Semester-I Compulsory Papers)		
1PGDRD1	Rural Development – Indian Context	IGNOU Modules
1PGDRD2	Rural Development – Programme	IGNOU Modules
1PGDRD3	Rural Development – Planning And Management	IGNOU Modules
Semester-II (Choose any one from 2PGDRD1,2PGDRD2,2PGDRD3. Project is compulsory)		
2PGDRD1	Rural Social Development	IGNOU Modules
2GDRD2	Rural Health Care	IGNOU Modules
2GDRD3	Communication and Extension in Rural Development	IGNOU Modules
2PGDRD4	Research Methodology & Project Work	IGNOU Modules

DATE SCHEDULE & INSTRUCTIONS FOR SUBMITTING ASSIGNMENTS

DUE DATE OF SUBMISSION OF ALL ASSIGNMENTS AT THE IODE CVRU/STUDY CENTRE		
Semester	Assignment No.	Due Date
First Semester	1PGDRD (1) 1PGDRD (2) 1PGDRD (3)	<ul style="list-style-type: none">• April 30 (for January Session)• October 31 (for July session)
Second Semester	2PGDRD (1) 2PGDRD (2) 2PGDRD (3) 2PGDRD (4)	<ul style="list-style-type: none">• April 30 (for July Session)• October 31 (for January session)

INSTRUCTIONS TO STUDENTS FOR FORMATTING THE ASSIGNMENTS

सत्रीय कार्य हेतु छात्रों के लिये निर्देश

1. This booklet contains the assignments for the entire (All Semester) programme. Each course has one assignment. All assignments should be completed and submitted at IODE CVRU/ study centre before the due date.

इस पुस्तिका में पूरे पाठ्यक्रम के लिये (सभी सेमेस्टर) के सत्रीय कार्य दिये गये हैं। प्रत्येक पाठ्यक्रम के लिये एक सत्रीय कार्य दिया गया है जिसे पूर्ण करने के पश्चात निर्धारित तिथि तक डॉ. सी. वी. आर.यु के दूरस्थ शिक्षा संस्थान / अध्ययन केन्द्र को भेजना आवश्यक है।

2. Please note that you will not be allowed to appear for the Term End Examinations for the course, until the assignments are submitted before the due date.

कृपया ध्यान रहे जब तक सत्रीय कार्य निर्धारित तिथि तक जमा नहीं होंगे, आप सत्रांत परीक्षा में नहीं बैठ सकेंगे।

3. The assignments constitute the continuous component of the evaluation process and have 30% weightage in the final grading. You need to score minimum marks as per Examinations Scheme of Particular Programme in assignment in each course in order to clear the continuous evaluation component.

सत्रीय कार्य सतत मूल्यांकन का महत्वपूर्ण अंग है एवं अन्तिम ग्रेडिंग में 30 प्रतिशत अंक निर्धारित हैं। सतत मूल्यांकन में उत्तीर्ण करने हेतु प्रत्येक सत्रीय कार्य में संबंधित कार्यक्रम के परीक्षा योजना के अनुसार न्यूनतम अंक प्राप्त करना अनिवार्य है।

4. The assignment should be hand written on a A-4 size paper with proper cover which contains all the required information as given on the next page. You can use the photocopy of the cover for each assignment.

सत्रीय कार्य ए-4 साइज पेपर पर हस्तलिखित होना चाहिए तथा उस पर अगल पृष्ठ पर दिये गये कवर के अनुसार सभी जानकारी लिखी

होनी चाहिए। (आप चाहें तो कवर की फोटोप्रति प्रत्येक सत्रीय कार्य पर लगाकर प्रयुक्त कर सकते हैं)

5. Leave at least 4cm margin on the left, top and bottom of your answer sheets for the evaluator's comments.

प्रत्येक पृष्ठ पर बायें, ऊपर एवं नीचे कम से कम 4 सें.मी. जगह छोड़ें जो मूल्यांकनकर्ता अपनी टिप्पणी के लिये प्रयोग करेगा।

6. Your answers should be brief, precise and in your own words. Please do not copy the answers from the study material.

सत्रीय कार्य के प्रश्नों के उत्तर संक्षेप, स्पष्ट एवं स्वयं के शब्दों में होना चाहिए। उत्तर स्टडी मटेरियल की कॉपी नहीं होना चाहिये।

7. Please do not copy the assignment from other student.

कृपया सत्रीय कार्य दूसरे छात्र से कॉपी न करें।

8. While solving the questions, clearly indicate the question number along with the part being solved. Recheck your work before submitting it.

प्रश्नों के उत्तर लिखते समय, प्रश्न संख्या अथवा उसके भाग का स्पष्ट उल्लेख करें। सत्रीय कार्य जमा करते समय एक बार पुनः जांच कर लें।

9. You may retain a copy of your assignment response to avoid any unforeseen situation.

सत्रीय कार्य की एक प्रतिलिपि अपने पास रखें ताकि किसी अनहोनी घटना से बचा जा सके।

10. You can resolve the difficulties you may face while studying the course material by sending an e-mail to Programme coordinator IODE CVRU/ study centre coordinator. However, the coordinator will not provide solutions to the assignment questions, since they constitute an evaluation component.

पाठ्यक्रम सामग्री के अध्ययन के समय यदि कोई कठिनाई होती है तो उसके निराकरण हेतु कार्यक्रम समन्वयक दूरस्थ शिक्षा संस्थान डॉ. सी. वी. रामन् विश्वविद्यालय / अध्ययन केन्द्र के समन्वयक से ई-मेल द्वारा संपर्क किया जा सकता है। परंतु समन्वयक सत्रीय कार्य के प्रश्नों के उत्तर नहीं देंगे क्योंकि ये मूल्यांकन पद्धति के अंग हैं।

Note: Assignments of the course are available for download at the CVRU Website <http://www.cvru.ac.in> . You can download the assignments as per your course, follow the instructions given and submit it before due dates at the IODE CVRU/study centre.

GUIDELINE FOR PREPARATION AND OF PROJECT REPORT (PGDRD)



**INSTITUTE OF OPEN AND DISTANCE EDUCATION
DR. C.V. RAMAN UNIVERSITY
KARGI ROAD, KOTA, DISTT. - BILASPUR
CHHATTISGARH**

PROJECT REPORT FORMAT

IODE PROGRAMME (PGDRD)

The Project Report consists of three main parts (i) The Preliminaries (ii) The Text (iii) Annexure. It is to be arranged in the following sequence.

THE PRELIMINARIES:

- ❖ Title Page (Outer Cover) as per the format given in Annexure III, (should be printed in White Colour on a Navy Blue background).
- ❖ Title Page (Inner Cover) as per the format given in Annexure IV
- ❖ Declaration by the candidate (Annexure – V)
- ❖ Certificate of Supervisor/s (Annexure – VI)
- ❖ Acknowledgements (Annexure – VII)
- ❖ Table of Contents (Annexure – VIII)
- ❖ Abstract/Preface
- ❖ List of Tables (If applicable)
- ❖ List of Figures (If applicable)
- ❖ List of abbreviations (Optional)
- ❖ Chapter –I tocontinue according to the table of contents.

THE TEXT OF THE PROJECT REPORT

The text the Project Report is usually divided in to chapter's with subheadings, within the chapters to indicate the orderly progression of topics and their relation to each other

Chapter-I Introduction: - The Project Report should normally begin with a general introduction presenting an overview of the purpose and significance of the study. The introduction should show why the topic selected is worth investigating. This will normally be done with reference to existing research, identifying areas that have not been explored, need to be explored. The final section of the introduction should provide a brief overview of each of the main chapters that the reader will encounter.

Chapter-II Review of Related Literature: - The purpose of the literature review is to summarize, evaluate and compare the main developments and current database in the field which are specifically relevant to the subject of research embodied in the Project Report .

Chapter-III Research Methology: - The supervisor and the student may decide how this part of the Project Report should be structured. Although this section varies depending up on method and analysis technique chosen, the chapter describes and justifies the methods chosen for the study and why this method was the most appropriate.

Chapter-IV Observations & Analysis:- Observations , Analysis and Interpretation should be done as per data collected from sample.

Chapter-V Results Conclusions and Suggestions: The results are actual statement of observations, including statistics, tables and graphs. Do not present the same data as graph as well as table. Use one of the appropriate style of presentation. The purpose of this chapter is not just to reiterate the findings but discuss the observation in relation to the theoretical body of knowledge on the topic.

Bibliography Citation in Text: Citation in the text usually consists of the name of the author(s) and the year of the publication. The page no is added when utilizing a direct quotation. It should be arranged Alphabetically .

Example (i):Thomas.V (2007) identified....

Example (ii): Gould and Brown (1991, p. 14) used the

Example (iii) : Rhoades et. al (2008) define the

References: All publications listed in the Project Report should be presented in a list of references, following the sample.

Citation from Project Report :

- Kundur., D. (1999),Multiresolution Digital Watermarking: Algorithms and Implications for Multimedia Signals. Ph.D Project Report , University of Toronto.

Citation from Journal:

- Clifford, G. D. and Tarassenko.,s L. (2001),One-pass Training of Optimal Architecture Auto-associativeNeural Network for Detecting Ectopic Beats. Electron Letters. 37(18): 1126–1127.
- Rhoades, B.E. (1997), A Comparison of various definitions of Contractive mappings, Trans.Amer.Math.Soc.,Vol. 5, no.3, 257-290.

Citation from Books:

- Thompson, D. ed., (1995),The Concise Oxford Dictionary of Current English. Oxford, UK: Oxford University Press, 9th ed. ISBN No.: 0987654.
- Lindsay, D. (1999),A Guide to Scientific Writing, Melbourne, Chapter 2, Australia: Addison Wesley Longman Australia, 2nd ed. ISBN No.: 12345678.

Citation from Website:

Anonymous, unZign, “Tool for Evaluating a Variety of Watermarks”, <http://altern.org/watermark/>, (Browsing date: 23rd September 1997)
Publication of the University of Geneva (on digital watermarking): <http://cuiwww.unige.ch/~vision/Publications/watermarking_publications.html> (Browsing Date: 4thJanuary 2006)

Citation from patent:

Gustafsson J. K. (1976), “Analog-digital converter for a resistance bridge”, Patent U. S. 3960010, June 1,.

References must be given alphabetically in References section and in text as
Clifford. G. D. and Tarassenko. L. (2001) suggested that.....

Appendices:

- Questionnaire /Formula /Diagnosis/Any other Supporting Documents

GUIDELINES FOR WRITING :-

1. Font size For English	Font size For Hindi
Title Page	18-24
Headings / subheadings	12-16
Text	12
Footnotes	8-10
Footnotes be given on the same page where reference is quoted	

2. Type style

Times New Roman for English

Kruti dev 10 for Hindi

3. Margins.

At least 1¼ -1½ inches (3.17-3.81cm) on the left-hand side, ¾ - 1 inch (2 -2.54cm) at the top and bottom of the page, and about ½ - 0.75 inches (1.27 - 1.90cm) at the outer edge. The best position for the page number is at top-center or top right ½ inch (1.27 cm) below the edge. Pages containing figures and illustration should be suitable paginated.

4. The *Project Report* shall be computer typed (**English-** British, Font Style -Times Roman, Size-12 point, **Hindi-** Font Style -Krutidev-10,Size-14) and printed on A4 size paper.
5. The *Project Report* shall be typed on one side only with double space with appropriate margin.
6. Use only standard abbreviations. Avoid abbreviations in the title. The full term for which an abbreviation stands should precede its first use in the text except in case of measurement units. The measurement units if any shall be followed consistently.
7. Maintain uniformity in writing the *Project Report* .
8. All copies of the *Project Report* are to be bound in colored hard cover (according to color code) of the *Project Report* .
9. The final submission of the *Project Report* shall be in 03 hard bound copies and 01 soft copy (MS Word) in a CD along with all the corrections and suggestions as recommended before.

**THE TITLE OF THE PROJECT REPORT IN THE OUTER
COVER
SHALL LOOK EXACTLY LIKE THIS TITLE**

(Font: Times New Roman, Size: 16, Bold, Line Spacing: 1 ½, Centered)

{Here put a gap of 4 lines}

Project Report submitted to

(Font: Times New Roman, Size: 12, Bold, centered)

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<University's logo>

INSTITUTE OF OPEN AND DISTANCE EDUCATION

Dr. C.V. Raman University

Kota, Bilaspur (C.G.)

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For the award of the degree of

(Font: Times New Roman, Size: 12, Bold, centered)

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PROGRAMME NAME

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by

(Font: Times New Roman, Size: 12, Bold, centered)

{Here put a gap of two lines}

<NAME OF THE STUDENT>

(Font: Times New Roman, Size: 14, Bold, centered)

Registration No.: <>

(Font: Times New Roman, Size: 12, Bold, centered)

<Year>

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INSTITUTE OF OPEN AND DISTANCE EDUCATION

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For the award of the degree

of

(Font: Times New Roman, Size: 12, Bold, centered)

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PROGRAMME NAME

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by

(Font: Times New Roman, Size: 12, Bold, centered)

{Here put a gap of two lines}

<NAME OF THE STUDENT>

(Font: Times New Roman, Size: 14, Bold, centered)

Under the Guidance of

(Font: Times New Roman, Size: 12, Bold, centered)

<NAME OF THE SUPERVISOR/S>

(Font: Times New Roman, Size: 14, Bold, centered)

<Year>

(Font: Times New Roman, Size: 12, Bold, centered)

©<Year><Name of the student>.All rights reserved.

(Font: Times New Roman, Size: 10, Bold, Centered)

DECLARATION

I the undersigned solemnly declare that the Project Report entitled “**title of the work**” is based on my own work carried out during the course of my study under the supervision of < name of supervisor >.

I assert that the statements made and conclusions drawn are an outcome of my research work. I further certify that

- i. The work contained in the Project Report is original and has been done by me under the general supervision of my supervisor (s).
- ii. The work has not been submitted to any other Institute for any other Degree/Diploma/Certificate in this University or any other University of India or abroad.
- iii. I have followed the guideline provided by the University in writing the Project Report.
- iv. I have conformed to the norms and guidelines given in the concerned Ordinance of the University.
- v. Whenever I have used materials (data, theoretical analysis, and text) from other sources, I have given due credit to them by citing them in the text of the Project Report and giving their details in the references.
- vi. Whenever I have quoted written materials from other sources, I have put them under quotation marks and given due credit to the sources by citing them and giving required details in the references.

(Name & Signature of the Student)

Registration No.

CERTIFICATE

This is to certify that the work incorporated in the Project Report entitled “ title of the Project Report ” is a record of own work carried out by <**Name of Student** > under my supervision for the award of degree of **Programme Name** of Institute of Open and Distance Education Dr. C.V. Raman University, Bilaspur (C.G.)-India.

To the best of my knowledge and belief the Project Report :

- i. Embodies the work of the candidate himself/herself,
- ii. Has duly been completed.
- iii. Is up to the desired standard both in respect of contents and language for being referred to the examiners.

Supervisor-

(Name and signature of the Supervisor
With designation and Name of Organization)

(Signature of Academic Coordinator)

(Seal of IODE)

ANNEXURE-VII

ACKNOWLEDGEMENT

Acknowledgements should be brief and should not exceed one page. Acknowledgements should be duly signed by the candidate. Gratitude may be expressed to only those who really contributed to the work directly or indirectly. Name of student should appear at the bottom of the page.

SAMPLE ACKNOWLEDGEMENT

It is a matter of immense pleasure to express the overwhelming sense of gratitude, devotion, incontestable regards to my esteemed & learned guides <.....> who have striven to perfect my project report.

.....
.....
.....

Finally, I express my indebtedness to all who have directly or indirectly contributed to the successful completion of my project work.

< Name of Student >

ANNEXURE-VIII

TABLE OF CONTENTS

Abstract /Preface	I
List of Tables: <i>(If applicable)</i>	II
List of Figures : <i>(If applicable)</i>	III
List of Abbreviations/Symbols <i>(If applicable)</i>		IV
Chapter-I	Introduction
Chapter-II	Review of Related Literature
Chapter-III	Research Methodology
Chapter-IV	Observation And Analysis
Chapter-V	Result, Conclusions and Suggestions
Bibliography	As per style given in reference section of text of the project report.
Appendixes	Questionnaire /Formula /Diagnosis/Any other Supporting Documents

