

**KUVEMPU UNIVERSTIY  
DIRECTORATE OF DISTANCE EDUCATION  
SHANKARAGHATTA**

**M.A. EDUCATION**

**ADDITIONAL GUIDELINES FOR PREPARATION OF PROJECT WORK**

The candidate are informed to submit 02 copies of Project / Fieldwork Report and soft copy (CD) of the Project Report to the Director, Directorate of Distance Education on or before **31<sup>st</sup> August 2017**.

Prepare your Project / Fieldwork Report on scientific basis only. While preparing a copy the Project/Fieldwork Report, you are instructed to follow the procedure given here under.

1. Prepare title page (Cover page) and 1<sup>st</sup> page with same information as enclosed herewith for your reference.
2. Declaration by the Candidate.
3. Acknowledgements.
4. Contents Page
5. List of tables. List of figures.

CHAPTER – I	: INTRODUCTION
CHAPTER – II	: REVIEW OF RELATED LEITERATURE
CHAPTER – III	: METHODOLOGY
CHAPTER – IV	: DATA ANALYSIS AND INTERPRETATION
CHAPTER – V	: SUMMARY AND CONCLUSION
REFERENCES	
APPENDICES	

**Note:**

- Start giving page numbers from Chapter I and continue upto Bibliography. Don't give any page numbers for appendices
- Spiral binding of M.A. Project / Fieldwork Report is not accepted.
- Use 1.5 space for typing
- Use single side typing only
- Use A4 size paper.
- Start with separate page for each chapter.
- Your Project / Fieldwork Report should contain all questionnaires used for your study under appendices.

*The Final Report should have the following chapters:*

#### **CHAPTER – I: INTRODUCTION**

1. Brief introduction about the problem.
2. Conceptual framework of the variables in the problem highlighting; Aims and objectives/Principles/Steps/Background/ Foundations/Goals, whichever is applicable. It should reflect the theoretical base of the theme of the problem.
3. Need & Importance of the problem.
4. Relevance of the problem in present educational system.

#### **CHAPTER – II: REVIEW OF RELATED LEITERATURE**

1. Reviews related to variables of the study.

#### **CHAPTER – III: STATEMENT OF PROBLEM**

1. Statement of the problem in clear and specific terms.
2. Research objectives.
3. Variables.
4. Hypothesis.
5. Definitions of technical terms.

#### **CHAPTER – IV: METHODOLOGY**

1. Method of Research (Example; Survey, Case sturdy, Descriptive method or Experimental method used in the study)
2. Sample (A representative sample used to collect data, an educational Institution or training Centre, students, teacher etc)
3. Tools used for collection of data : Procedures or resources used to collect data or construction of a tool etc or any source used to collect information
4. Collection of Data : Procedure, administration of tools, duration and scoring of tests, etc.
5. Technique of Analysis of data

#### **CHAPTER – V: RESULTS AND DISCUSSION**

1. If data is quantitative, then use appropriate statistical analytical techniques.
2. If data is qualitative form then use descriptive analysis.
3. Interpret the findings after analysis and list the major results.

#### **CHAPTER – VI: SUMMARY AND CONCLUSIONS**

1. Present a brief summary of the problem and finally draw your own conclusions based on the results.

#### **REFERENCES**

Should include list of Books / Research Papers / Articles / Data sources etc. that you have referred.

#### **APPENDICES**

Should include tools used for collection of data and the necessary materials/sources for collecting information.

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*Format of the Certificate to be given by the Project / Fieldwork Report supervisor and to be incorporated into the Project / Fieldwork Report at the beginning (Above lines not to be in the actual Certificate)*

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## CERTIFICATE

Certified that the Project work entitled  
“..... (title of the project work)  
.....” submitted by  
Mr/Ms/Mrs.....for the partial fulfillment of the P.G. Degree  
**M.A. in Education** offered by the **Kuvempu University, Directorate of  
Distance Education** during the academic year.....is a original  
work carried out by the student under my Supervision and this work has not  
formed the basis for the award of any Degree, Diploma or such other titles.

**Date:**

**Signature of the Supervisor**  
(Affix institutional seal)

**Name of the Supervisor :**

**Designation :**

**Institutional Address :**