



KUVEMPU UNIVERSITY
OFFICE OF THE DIRECTOR
DIRECTORATE OF DISTANCE EDUCATION



Jnana Sahyadri, Shankaraghatta – 577 451, Karnataka.

Ph: 08282-256246, 256426; Fax: 08282-256370; Website: www.kuvempuuniversitydde.org
E-mail: info@kuvempuuniversitydde.org, ssgc@kuvempuuniversitydde.org

P.G. Diploma in Industrial Safety
GUIDELINES FOR PREPARATION OF PROJECT REPORT

All the P.G. Diploma in Industrial Safety candidates are informed to prepare and submit **two copies**, and also a soft-copy in a CD, of Project Report for the partial fulfillment of the Course. Reports should reach the O/o ***the Director, Directorate of Distance Education, Kuvempu University, Jnana Sahyadri, Shankaraghatta-577 451*** on or before **30th June 2011**. Project reports submitted after the due date will not be considered for valuation.

Given below are the important guidelines to the Candidates to be followed/ adopted while preparing the Project Work.

- Project Report is evaluated for 100 marks by both internal and external examiners.
- Select a topic for Project Work relevant to the Industrial safety aspect, and also related to the syllabus of the Courses.
- **Broad Areas/ Topics that could be selected for Project report** : Occupational health/hygiene and hazards; Physical and chemical hazards; Mechanical and electrical hazards; Industrial hygiene; Personal protective equipments in industry; Industrial toxicology; Industrial plant layout and housekeeping; Fire prevention and protection; Safety education and training; Factory legislations; Environmental legislations; Safety policy; Safety audit; Hazard and Risk analysis and related works in various industries.
- Carryout Research Work independently. You may take advice/guidance of an expert in the field, and available/ accessible to you.
- Prepare your Project Work on Scientific basis only.
- Follow the pattern/ format that is outlined below while preparing the Project Report.

I. Recommended Format of the Project Report

A. Arrangement of the Contents:

- i. **Title Page**: Prepare the Title page (Cover page) and 1st page (inner cover page).
- ii. **Declaration** by the candidate.
- iii. **Certificate** from the Research/Project Work Supervisor.
- iv. Acknowledgements (if any)
- v. Content Page
- vi. List of Tables

- vii. List of Figures
- viii. CHAPTERS (refer instructions on Chapterisation given below)
- ix. References (Bibliography)
- x. Appendices (if any)

B. DTP Format & Binding:

- Use good quality A4 size paper
- Use 1.5 Space for typing
- Type on only one side of the paper (single side typing)
- Page Numbering should start from Chapter-I and end with References (Bibliography). Don't give any page numbers for appendices.
- Stitch bind the Project Report (Spiral binding not accepted).

C. Recommended size of the Project report :

Around 100 pages including, certificates, contents, references, appendices if any.

II. Recommended Scheme of Chapterisation

The final report should have the following Chapters:

CHAPTER – I : INTRODUCTION
CHAPTER – II : OBJECTIVES OF THE STUDY
CHAPTER – III : REVIEW OF RELATED LITERATURE
CHAPTER – IV : STUDY AREA PROFILE
CHAPTER – V : METHODOLOGY
CHAPTER – VI : RESULTS AND DISCUSSION
CHAPTER – VII : SUMMARY AND CONCLUSIONS
REFERENCES
APPENDICES

CHAPTER - I: INTRODUCTION

- a) Brief introduction about the work chosen.
- b) Conceptual framework of the variables in the problem highlighting; Principles / Steps / Background / Foundations / Goals, whichever is applicable. It should reflect the Industrial Safety aspect/theme of the problem.
- c) Need & Importance of the problem.
- d) Relevance of the problem in present industrial sector.

CHAPTER- II. OBJECTIVES OF THE STUDY

Scope and objectives of the work to be highlighted.

CHAPTER - III: REVIEW OF RELATED LITERATURE

Reviews related to variables/literature of the study.

CHAPTER - IV: STUDY AREA PROFILE

Description of the study area related to work chosen.

CHAPTER - V: METHODOLOGY

- a) Method of Research (Example; Survey, Case study, Descriptive method or Experimental method used in the study).
- b) 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.
- c) Collection of Data - Procedure, administration of tools, duration and scoring of scientific tests, etc.
- d) Technique of Scientific Analysis of data.

CHAPTER - VI: RESULTS AND DISCUSSION

If data is quantitative, then use appropriate statistical analytical techniques.

If data is of qualitative form then use descriptive analysis.

Interpret the findings after analysis and list the major results.

Illustrations like drawings, maps, photos etc., enhance the quality of report presentation.

CHAPTER - VII: SUMMARY AND CONCLUSIONS

Present a brief summary of the project work / analysis and finally draw your own conclusions based on the results.

REFERENCES:

References should include list of research articles/project reports/books and other materials that you referred, and also, the details of data sources that you have used for your project work.

APPENDICES:

Appendices should include details of tools used for collection of data and the necessary materials/ sources that have been used in Project report.

Your Project Report should contain all questionnaires if any, used for your study under appendices.

Note: Further information regarding the preparation of Project Report will be provided during the Orientation/Practical Programme. All the P.G .Diploma Industrial safety candidates, including those who have registered at the Student Counseling Centres, should attend the said Programme. You may also contact Dr. J. Narayana, Course Coordinator (08282 – 256301 Ext. 350) or Dr. B.R. Kiran, RTA, Directorate of Distance Education (97418 83672), if clarifications needed.

Last date to submit your Project Report: **30th June 2011**

Faculty Advisor

DDE

MODEL OF COVER AND INNER COVER PAGE

“TITLE OF THE PROJECT REPORT”

**Project Report Submitted to the Directorate of Distance Education,
Kuvempu University for the Partial Fulfillment of the Post-Graduate
Diploma in Industrial Safety, Course.**

By

“NAME”

REG. NO.: XXXXXXXX

Under the Guidance / Supervision of

“GUIDE’S/SUPERVISOR’S NAME AND ADDRESS”



**KUVEMPU UNIVERSITY
DIRECTORATE OF DISTANCE EDUCATION
*Jnana Sahyadri, Shankaraghatta - 577 451
Shimoga, Karnataka***

2011

Format of the Certificate to be given by the Student and to be incorporated into the Project Report volume at the beginning (these lines not to be printed in the actual certificate.)

DECLARATION

This is to certify that the Project Report “.....
..... (title of the Project Report).....”
submitted by me for the partial fulfillment of the P.G. Diploma in Industrial
Safety offered by the Directorate of Distance Education, Kuvempu University
during the academic year is an original work carried out by me under
the guidance of Mr/Mrs/Dr/ Prof. (Name of the guide)
of (Name of the guide's Institution)
....., and this work has not formed the
basis for the award of any Degree, Diploma or such other titles.

Date:

Signature of the Student

Name :

Reg. No. :

Format of the Certificate to be given by the Guide / Project Work Supervisor (if the candidate has availed guidance/supervision by an expert) and to be incorporated into the Project Report volume at the beginning. These instruction lines not to be printed in the actual certificate.)

CERTIFICATE

This is to Certified that the Project Work Report entitled “ ”
... ..(title of the project report)... ..”
submitted by Mr./Ms./Mrs. for the partial
fulfillment of the P.G. Diploma in Industrial Safety Course offered by the
Directorate of Distance Education, Kuvempu University during the academic
year is the original work carried out by the candidate under my
guidance, and this work has not formed the basis for the award of any Degree,
Diploma or such other titles.

Date:

Signature of the Guide
(Affix Institutional Seal)

Name of the Guide :

Designation :

Institutional Address :