



PROJECT GUIDELINES

(SESSION-2016-2017)

Programme: Diploma in Disaster Management (DDM)

**A. Course Code:** DDM-06P

**B. Course Name:** Project Report / Dissertation

**C. Weightage for Project Report/Dissertation: 100%**

**(Project Report: 75% and Viva-Voce: 25%)**

**D. Credits:** 04

**E. The Guide / Supervisor: The following are eligible to be supervisor:**

- i) Faculty of Disaster Management / allied disciplines like Geography, Geology, Public Administration in the Colleges / Universities.
- ii) Academic Counsellors of Disaster Management Programme having relevant experience.
- iii) Counsellor / Teacher / Professionals in the field of Disaster Management / Professionals with requisite qualifications like M.A. / M.Sc.(Geography),M.Sc (Geology),M.Sc / M.Tech (Geo-informatics),M.A.(Public Administration).

**F. No. of copies to be submitted:** One copy of the project is to be submitted to the Study Centre and another copy to be submitted to the university office duly signed by the candidate and the Guide. The original copy of the project should be retained by the learner for future use.

Date of Submission of the Project Report:

15th May 2017

## **I. GENERAL GUIDELINES:**

### **Objective of the Project Work:**

Course: DDM -06P (Project Report / Dissertation) is one of the integral part of the Diploma Programme in Disaster Management (DDM). Students are free to select any topic for project work related to Disaster Management. This will help in acquiring better understanding and conceptual clarity in the disasters made by socio - economic problems and natural calamities prevailing in rural areas and finding out the potentials as the solution to the problems. The objectives section defines both the short-term and long-term objectives that are necessary for realization of project goal. It is also desirable to define the project objective in relation to the developmental goals, i.e., at mission, programme and project level. The objectives set out needs to be SMART.

**Specific:** What the project wants to achieve must be stated clearly not in ambiguous terms.

**Measurable:** Achievements must be quantifiable and capable of being measured.

**Achievable:** The objectives should be achievable and attainable.

**Realistic:** Should be possible realistically achieving the objectives within the available resources.

**Time bound:** The time frame specified for achieving set objectives.

Steps involved in the finalization of the topic of the Project:

Project is an important element of disaster and developmental programmes. It generally refers to new tasks undertaken by an individual or organization in order to achieve a specific goal.

Every project from conception to completion passes through a series of sequential phases. There is no universal consensus on the number of phases in a project cycle. However, typically a project consists of four phases - conceptualization, planning, execution and termination.

Thus, there are certain steps involved in carrying out the project work which are enumerated as follows:

### **1. Selection of the topic:**

The student should select a topic related to different aspects of disaster management. You should consult your Supervisor before finalizing the topic.

### **2. Consultation with Supervisor for preparing project proposal / Synopsis:**

Once the topic has been chosen, you should discuss it with your Supervisor assigned to you by your Study Centre. You may prepare your project proposal / synopsis in about 1000 words to receive remarks from your Supervisor.

### **3. Preparation of tools of data collection:**

After getting approval of your proposal from the Supervisor, you should prepare your tools for data collection. In most cases, students of DDM opt for empirical studies. In empirical studies, you may use the tools like the interview schedule, observation method. If you are using the schedule which is the most important tool of data collection, you should ensure that an adequate number of questions are

included to collect data relating to each of the objectives of the proposed study. Other tools and techniques like Participatory Rural Appraisal (PRA) techniques can supplement the process of data collection. You should ensure that the tools of data collection are also discussed with your Supervisor. Once your Supervisor is satisfied, you may go ahead with the data collection.

#### **4. Data Collection:**

One of the objectives of this Course of DDM is to provide an opportunity to you to visit some rural or disaster affected area, observe the life of people and interact with them. You will have to establish rapport with your respondents and take extensive notes. More the interaction you have, with respondents, better will be the results of your study.

#### **5. Data Analysis:**

Data analysis is a very important step in project work. You must scrutinize your schedules and field notes, make necessary corrections before transferring it to master chart for computation and tabulation. After the completion of the tabulation work, you are required to write a project report.

#### **6. Submission of Project Report:**

You are expected to submit a properly typed (double-space) and bound report of about 60-70 pages in A-4 size paper to your concerned study centre through the Supervisor.

## **II. PREPARATION OF THE PROJECT REPORT FOR THE STUDENTS OF DIPLOMA IN DISASTER MANAGEMENT (DDM):1. ARRANGEMENT OF THE CONTENTS:**

The content of the project report should be arranged in a sequential manner and should be developed as follows:

1. Title Page
2. Certificate
3. Acknowledgement
4. Preface
5. Table of Contents
6. List of Tables
7. List of Figures
8. Chapters
9. Appendices
10. References
11. Photographs
12. Sample Questionnaire

2. **BINDING SPECIFICATIONS:** Spiral Binding/Book Binding

3. **PREPARATION FORMAT:**

3.1 **Title Page** - A specimen copy of the Title page of the project report are given in Format-1.

3.2 **Certificate** - The Certificate shall be in double line spacing using Font Style Times New Roman and Font Size 14, as per the format in Format-2.

3.3 **Acknowledgment**- A specimen copy of the Acknowledgment of the project report are given Format-3

3.4 **Preface** - There should be one page preface of the project report typed in double line spacing, Font Style Times New Roman and Font Size 14.

3.5 **Table of Contents** - The table of contents should enlist all materials following it as well as any material which precedes it. The title page and Bonafide Certificate will not find a place among the items listed in the Table of Contents but the page numbers of which are in lower case Roman letters. One and a half spacing should be adopted for typing the matter under this head.

3.6 **List of Tables** -The list should use exactly the same captions as they appear above the tables in the text. One and a half spacing should be adopted for typing the matter under this head.

3.7 **List of Figures** -The list should use exactly the same captions as they appear below the figures in the text. One and a half spacing should be adopted for typing the matter under this head.

3.8 **Page numbering**

The preliminary parts are numbered in roman numerals (i, ii, etc). The first page of the first chapter (Introduction) onwards will be numbered in Arabic numerals 1 2 3 etc at the bottom and centred.

3.9 **Spacing**

The project, including the abstract, acknowledgements and introduction, must be 1.5 line-spaced. Your project must be printed on one side of the paper.

3.10. **Numbering sections, subsections, figures etc** A word on numbering

scheme used in the project is in order. It is common practice to use decimal

numbering in the project. If the chapter number is 2, the section numbers will be 2.1, 2.2, 2.3 etc. The subsections in section 2.2 will be numbered as 2.2.1, 2.2.2 etc. Unless essential, it is not necessary to use numbers to lower levels than three stages. Headings of paragraphs below the subsections may be bold faced and in sentence case.

Similarly, it is useful and convenient to number the figures also chapter -wise. The figures in chapter 4 will be numbered Fig.4.1, Fig 4.2 etc. Similarly, the tables are also numbered as Table 4.1 Table 4.2 etc.

All figures and tables should have proper captions. Usually the figure captions are written below the figure and table captions on top of the table.

**3.11 Chapters** - The chapters may be broadly divided into 3 parts

- (i) Introductory chapter,
- (ii) Chapters developing the main theme of the project work and
- (iii) Conclusion.

The main text will be divided into several chapters and each chapter may be further divided into several divisions and sub-divisions. Each chapter should be given an appropriate title. For example the chapters can be named as follows.

Chapter - I :	Introduction (Definitions, Literature and key concepts)
Chapter-II :	Study Area Profile
Chapter-III :	Problem Analysis
Chapter-IV :	Implementation Strategy
Chapter-V :	Conclusion

**3.12. Appendices** - Appendices are provided to give supplementary information, which is included in the main text may serve as a distraction and cloud the central theme. Appendices should be numbered using Arabic numerals, e.g. Appendix 1, Appendix 2, etc.

**3.13. List of References** -The listing of references should be typed 4 spaces below the heading "REFERENCES" in alphabetical order in single spacing left

justified. The reference material should be listed in the alphabetical order of the first author.

**3.14. *Photographs*** - There should be photographs with caption justifying field visit for the completion of the project report.

**3.15. *Sample Questionnaire*** - There should be a copy of the Sample Questionnaire attached to the project report used for the collection of raw data.

**3.16. Typing Instructions:**

The impression on the typed copies should be black in colour. One and a half spacing should be used for typing the general text. The general text shall be typed in the Font style 'Times New Roman' and Font size 14.

## **SYNOPSIS OF THE PROJECT REPORT**

The research synopsis is the plan for your research project. It provides the rationale for the research, the research objectives, the proposed methods for data collection and recording formats and/or questionnaires and interview guides. The synopsis is based on the information provided by the supervisor(s) and by secondary sources of information. In the final report you will present the results of your data collection and elaboration, with the discussion and the conclusion. The full synopsis should be maximum 1000 - 2000 words, excluding appendices.

Following is the chapterization for the project proposal/synopsis:

- **Topic Headline:** This should be brief and self-explanatory. It should relate directly to the main objective of the proposed research. A more specific and descriptive sub-title can be added if necessary, for example to indicate the main methodology that will be applied. The title of the final report can be different from the working title of the synopsis.
- **Introduction:** Here you should introduce the main problem, set it into context and introduce the particular niche within the main subject area that you will work with. For example, the main subject area could be deforestation and the Introduction would then briefly argue why it is relevant to be concerned with deforestation – to whom it is a problem and why. The niche could be the role of small-scale farmers in deforestation processes in mountain areas. Justification for the niche should also be included in the Introduction. ‘Justifying’ a research problem means providing information documenting that both the main problem and the specific niche are of relevance to others than yourself, such as the scientific community and stakeholders. A research problem can be, for example, a gap of knowledge, an unexplained observation, something not yet analyzed (using this systematic, with this level of detail, from this particular angle), or something that does not fit traditional beliefs. The information you provide as documentation for the existence and relevance of the problem should primarily be scientific peer reviewed literature. Newspaper articles, blogs and a lot of material from the internet are not subject to quality control and are therefore considered less trustworthy.
- **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.
- **Significance of the study:** The rationale for carrying out the particular project is to be explained here.
- **Objectives of the study:** These should be identified on the basis of the problem analysis. That means, after reading the problem analysis it should be immediately clear that the choice of objectives is relevant and justified. The objectives should focus on concepts and problems mentioned in the problem

analysis. Each research proposal should contain one overall objective describing the general contribution that the research project makes to the subject area as well as one or more specific objectives focusing on discrete tasks that will be achieved during the research. The overall objective may be something that the study will contribute towards but not solve/finish the overall objectives. There may be a compilation of the specific objectives.

- **Hypothesis of the study (If any):** These are predictions of the outcomes from the study. It is useful at the outset to specify the hypotheses in terms of the assumed relations between variables so as to clarify the position and pre-understanding of the researcher. If statistical tests are to be conducted formulation of hypotheses is a crucial element of the research design. Hypotheses can be derived from theory, experience or knowledge concerning contextual factors. In purely quantitative, deductive research hypotheses are tested statistically, whereas in qualitative, inductive research hypotheses are not formulated.
- **Research Methodology (includes data collection process & statistical process):** Methodology includes Sample, Tests/Tools, and 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.
- **Limitations:** Although the specific or immediate objectives may be quite narrow, they could probably imply much more data collection and analysis than possible for a thesis. To demonstrate a good overview of the general subject area it should be specified what aspects will not be addressed and how this will limit conclusions. It is important to note (only) mention that due to time constraints a limited number of observations/measurements/interviews will be conducted.
- **References:** References of books to be enlisted for reference. These should be alphabetically listed.

While the above format is normally followed, it is not necessary that the same chapter scheme is used for all topics. Synopsis writing is undertaken after the topics choice is completed.

Therefore, an in depth discussion should takes place between the student and the counsellor / supervisor before finalization of the topic.



## TOPICS (FOR EXAMPLE)

1. Application of Geographic Information System (GIS) in Disaster Management: A case study of \_\_\_\_\_ Block / GP / Village.
2. Role of NGO in Community based Disaster Plan: A case study
3. Role of Information Communication and Technology (ICT) in Disaster Preparedness
4. Role of Media in Disaster affected zone : A case study
5. Role of Govt. / NGO functionaries in your locality in Post – Disaster condition.
6. Impact of Super Cyclone of 1999 in the coastal districts of Odisha: A case study
7. Impact Assessment of Cyclone Hudhud in Odisha: A case study
8. Impact Assessment of post Cyclone Phailin in Odisha: A case study
9. Role of Odisha State Disaster Management Authority (OSDMA) in the rescue operation in Odisha: A case study
10. Afforestation – a solution to disaster : A case study
11. Community based Disaster Management: A key to effective Disaster risk reduction in Odisha.
12. Significance of NGO involvement in development and disaster reduction : A case study of Odisha
13. Preparatory measures of flood – A solution to Disaster Preparedness
14. Causes and Consequences of Cyclonic Flood in the community: A case study
15. Economic Implications of Natural Disaster in Odisha: A case study
16. Development of Cyclone Shelter Home – A solution to inhabitants of the community: A case study.
17. To study of disaster management at the local level – role of local self government
18. Flood Management: a case study of floods in the coastal districts of Odisha
19. An analytical study on natural disasters in Odisha
20. Role of Red Cross Society / any other agency in the rehabilitation and resettlement of the community in Odisha : A case study.

# ODISHA STATE OPEN UNIVERSITY, SAMBALPUR

<b>DDM PROJECT PROPOSAL FORMAT (DDM - 06P)</b>
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Enrolment No. \_\_\_\_\_

Admission Batch \_\_\_\_\_

Study Centre \_\_\_\_\_

Code \_\_\_\_\_

Name and Address of the Student: \_\_\_\_\_

Email: \_\_\_\_\_

Mobile / Phone. No. \_\_\_\_\_

Title of the Project: \_\_\_\_\_

Name, Designation and Address of the Supervisor / Guide:

\_\_\_\_\_

Educational Qualification of the Guide: \_\_\_\_\_

Is the Supervisor an Academic Counsellor: Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, Name and code of Study Centre: \_\_\_\_\_

Signature of Student

Signature of Supervisor / Guide

Date: \_\_\_\_\_

Date: \_\_\_\_\_

*(For Office Use Only)*

Name of the Proposal Evaluator:

Designation:

(Signature)

Date:

Whether Approved? (Yes / No):  Remarks:
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*Format-1*

**TITLE OF THE PROJECT**

**A**

**PROJECT REPORT**

**Submitted by**

**NAME OF THE STUDENT**

**DIPLOMA**

**IN**

**DISASTER MANAGEMENT**

**Under the Guidance**

**of**

**NAME OF THE GUIDE**

**(DESIGNATION)**

**MONTH AND YEAR OF SUBMISSION**

**NAME OF STUDY CENTER**



ଓଡ଼ିଶା ରାଜ୍ୟ ମୁକ୍ତ ବିଶ୍ୱବିଦ୍ୟାଳୟ, ସମ୍ବଲପୁର, ଓଡ଼ିଶା  
**Odisha State Open University, Sambalpur, Odisha**  
Established by an Act of Government of Odisha.

## **CERTIFICATE**

*This is to Certify that this project report ".....TITLE OF THE PROJECT....." is submitted by ".....NAME OF THE CANDIDATE..." who carried out the project work under my supervision.*

*I approve this project for submission of the Diploma in Disaster Management in Odisha State Open University, Sambalpur.*

Signature of the Supervisor/Guide

Designation

Date:

## ACKNOWLEDGEMENT

*It gives me immense pleasure to express my deepest sense of gratitude and sincere thanks to my highly respected and esteemed guide ..... (name of guide with deptt. name)..... (name of the Organization in which the Guide works), for his valuable guidance, encouragement and help for completing this work.*

*I would like to express my sincere thank to.....(Name of the Study centre Coordinator), .....(Name of the study centre) for giving me this opportunity to undertake this project.*

*I would also like to thank .....(Name of the Programme Coordinator) for his whole hearted support and guidance.*

*I am also grateful to my teachers/ counsellor, .....(put teachers name) for their constant support and guidance.*

Signature of the Candidate

Date:

Place:

## CERTIFICATE OF ORIGINALITY

This is to certify that the project titled

" \_\_\_\_\_ " is an original work of the Student and is being submitted in partial fulfillment for the award of the Diploma in Disaster Management of Odisha State Open University, Sambalpur. This report has not been submitted earlier either to this University or to any other University/ Institution and has not been downloaded from the internet for the fulfillment of the requirement of a course of study.

SIGNATURE OF PROJECT SUPERVISOR

SIGNATURE OF STUDENT

Place :

Place:

Date:

Date: