Dissertation Guidelines

SODL Courses

Dissertation guidelines for UG/PG students of SODL courses:

INTRODUCTION:

Each student is encouraged to take up a research dissertation in the area of his/her subject discipline. The dissertation should be original and should have considerable academic relevance. The concerned faculty members guide the student in his/her dissertation. After completing the dissertation, each student has to submit a hard bound copy to the University.

A dissertation is a preliminary form of research. It is an independent investigation. It is very largely the student's own work and is to be pursued by them from the inception till completion. It involves the student in a hands-on dissertation led by a research supervisor/ faculty advisor who will choose, develop and guide the dissertation from its inception to completion.

PURPOSE OF DISSERTATION WORK

The purpose of the Dissertation Work is to enable the student to gain practical experience in academic discipline. It enables the student to meet program objectives through development of a short term research. A research forms an introduction to scientific thinking and working.

DISSERTATION SUGGESTIONS

Prior to the dissertation work, students work out a concept with their supervisor that could include any of the following points:

- Scientific/ discipline specific question
- Educational objectives (which methods have to be mastered and understood)
- Recent trends in the respective fields
- Case study
- Prospective studies
- Retrospective studies

ASSESSMENT

One copy of the dissertation in hard copy and one copy as soft copy in pdf form should be submitted to the Director, SODL.

GUIDELINES FOR THE PREPARATION OF DISSERTATION

The Dissertation should be formatted using following rules:

- **Font Size**-12 in the body text, except the topics and titles, which should be font size 14.

- **Font Type**- Times New Roman.

- **Spacing**- The project should be 1.5 lines spacing.

- **Highlighting**- Topics and subtopics should be bolded and NOT be underlined.

- **Print Quality**- Final document should be of laser print quality.

- **Margins**- Margins of the report should be 1 inches on the top, bottom and right hand side. The left hand-side margin should be 1.25 inches to allow for binding.

- **Tables**- Larger tables may be typed in smaller font size (10-11) in order to maintain standard margins.

- **Numbers and Percentages**-must not begin a sentence.

- **Tables and Figures** - When presenting the table or figure there must be a finding section and an analysis section. Avoid using 'table above, or table below.' Instead indicate as 'Table 4.1 shows that ….'

- **Final Binding** - Presented as Hard Copy (Blue Color), preferably Xerox hard cover book binding. The binding should be ascertained by the Librarian.

- **Pagination**: Bottom of page and centered.

- The project report should be hardbound.

The dissertation should be organized in the following subdivisions:

a) **Title page (See Annexure 1)**

b) **Declaration by the student (See Annexure 2)**

c) **Acknowledgement –** Acknowledgment not exceeding 150 words should follow dedication beginning on a separate page. An acknowledgement is an extension of appreciation for the contribution of others and assistance given during the entire research process. It recognizes the person to whom the writer is indebted for guidance and assistance during the study.

d) **Abstract-** An abstract of the dissertation not exceeding one hundred (100) words and beginning on a new page. It should be a one paragraph continuous prose, single spaced and on one page only. The abstract should be one page single paragraphed and should contain:

   - The purpose and objectives of the study
   - Significance of the study

- Methodology used
- Findings

- Recommendation

e) List of abbreviations used- List of abbreviations, symbols and nomenclature: One and a half spacing should be adopted for typing the matter under this head. Standard symbols, abbreviations etc. should be used.

f) Table of contents

g) Introduction- Introduction – Overview of chapter contents, Background of the Study- Give specifics of the problem and not the history of the case. Give citations; Build a case for the study. Problem Statement - Should be a paragraph and should clearly show what the problem is? , What the research seeks to solve.

h) Objectives- Objectives of Study –

General Objective: A statement giving the main purpose/goal of the study.

Specific Objectives:

- The specific objectives are given in Roman numbers (i) (ii) (iii) or (a) (b) (c)
- They should be SMART.
- They should be within the scope
- There should be no objective as to make recommendations – it's assumed to exist.

i) Methodology –

Introduction – Overview of chapter contents.

Research Design: This section should explain the details of the proposed project.

How you will go about exploring your research question: What methods of requirements collection you will use (e.g. survey or focus group, what methods of system development you will use and why? Database Design: How the system or artifact will be tested with the users to justify the usability?

Research Questions: The research questions are based on the specific objectives.

- An introductory statement should be there.
- The number of research questions has to be same number as the objectives.
- The framing of questions should not attract a yes/No answers.

j) Main project – The main text will be divided into several chapters & each chapter may be further divided into several division and sub- divisions.

- Each chapter should be given an appropriate title.

- Tables and figures in a chapter should be typed in single space and placed directly underneath on the very same page, which refers to the material they annotate.
- Footnotes should be used sparingly; they should be typed single space and placed directly underneath on the very same page, which refers to the material they annotate.

k) Summary of the project work: Introduction - overview of chapter contents, Summary of Findings Begin with general information, Conclusions: Answers to the research objectives achieved, recommendations.

l) List of references: Use Reference – acknowledgement of works referred to or citations. American Psychological Association (APA)/ Chicago reference style should be used.

m) Appendix- The appendix of project may include:

A. Questionnaire

B. Budget

C. work plan

D. Program code

C. Any other evidence, such as pictures.

POINTS TO KEEP IN MIND

- The dissertation work should be an original and, candidates should maintain the originality.

- The candidate should not copy or reproduce anyone else's published or unpublished work.

- Proper documentation of the information is very important.

- The methodology to be used should be very clearly stated in the beginning of the work.

- Plagiarism should be avoided.

Choosing a Project Title:

- The title of the project should be clear, and specific to a real problem.

- Similar topics between students should be avoided.

- The project should be new, original and not a replica of another person's work.

- At the proposal level, the appointed supervisor MUST approve the title of the dissertation.

Annexure I

DISSERTATION
< Title of the Dissertation >

SCHOOL OF DISTANCE AND OPENLEARNING

Session: 20……20…….

Submitted for partial fulfillment for award of the degree in

_____

Name of the Student: Name of the Supervisor:

Roll No:

ANNEXURE-2

DECLARATION

This research dissertation is my original work and has not been presented for a degree in any other University or for any other award.

Students Name: _____ Sign _____ Date _____

I confirm that the work reported in this project was carried out by the candidate under my supervision.

Name of Supervisor: _____ Sign _____ Date _____

(Stamp of the Authority)