Advanced Diploma in Human Rights and Duties
Paper: VIII

Guidelines for Preparing Research Project Report

2022-23

UNIVERSITY SCHOOL OF OPEN LEARNING
PANJAB UNIVERSITY
CHANDIGARH- 160014
(INDIA)

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Topic

Guidelines for
Preparing Research Project Report

GUIDELINES FOR PREPARING RESEARCH PROJECT REPORT

Advanced Diploma in Human Rights and Duties (Semester System)

Session 2022-2023

Dear Student,

You are advised to read carefully the instructions and guidelines given in this Project Guide and strictly prepare and submit Proposal Form accordingly.

The department is particular regarding dates and timings mentioned below. It will be the responsibility of the student to send the proposal and report well in time so that these must reach the department on or before the said date(s) positively. You must also send self-addressed envelopes duly stamped for communication of acknowledgement of the receipt of both the proposal form and the project report sent by post.

Hand written proposal or report will not be accepted.

Last date for submission of project proposal	**17th March, 2023**
Last date for submission of the project Report	**19th May, 2023**

The date of project report presentation shall be communicated to you in due course.

The project is a compulsory course in the Advanced Diploma in Human Rights and Duties and carries 100 marks (80 marks for Project & 20 marks for viva-vice). The preparation for the Research Project should be initiated as soon as these guidelines are in your hand. The object of the Project Report preparation is to help the students to develop ability to apply concepts, tools and techniques to write on human rights issues. These guidelines have been prepared to help you in your project work. You are advised to go through the guidelines before you begin work on the 'Research Project'.

On receipt of these guidelines please initiate the following activities:

1.   Read this project guide carefully and thoroughly.

2.   Identify the area of research to be pursued by you. It should be related with Human Rights & Duties

3.   Choose a specific topic only offer consulting guide/supervisor. Supervisors consent is compulsory.

4.   Prepare a 100 words proposal for the selected topic, include it in the proposal form (Form A) and submit it by hand till 17March, 2023 to the Course Leader/Co-ordinator, PG Diploma in Human Rights and Duties.

5.   After the approval of the Project Proposal. Carry out the project, write the project report, get it typed preparing (two copies) of the report, one to be sent to the department latest by 19 May, 2023 and retain one copy for your own record.

6.   Final Project report will be **accepted** by the department only under the sign of the supervisor by 19 May, 2023**(without the signature of the student and Supervisor the Project, will not be considered and accepted by the department.**

GUIDELINES FOR CONDUCTING THE PROJECT WORK

I.   How to Choose a Topic

The student must ensure a particular topic is feasible before embarking upon extensive reading and data gathering.

The first point to consider in choosing a dissertation topic is that there are two types of research problem. These are:

(i)   Problems that are Interesting, and;

(ii)   Problems that are researchable.

It is essential that the topic is researchable. It also helps if it is interesting.

A list of the attributes of a good dissertation topic are given below. It can be used as checklist for assessing the feasibility of potential topics.

1.   Interesting topic

2.   Strong theoretical foundation.

3.   Clear research question, research problems and scope of the study.

4.   Feasible within the project time scale.

5.   Low risk.

1.   Topic of Interest

A good way to get started is to ask yourself: what interests me?

The topic that interests you is more likely to motivate rather than one, which is chosen out of compulsion or convenience.

How to Turn an interest into a Research Topic

Ideas for project may come from almost anywhere. The potential sources can be:

➢   The course material itself

➢   Aspects of Human Rights not covered by the course material.

➢   Your own experience.

2.   Strong Theoretical Foundation

A review of literature relating to the topic under study is the first step. It clarifies the concept(s) under study, as well as, the theories and perspectives concerning the issue selected by you. Although the length of this section may not be vary long, the advantage of choosing a topic with strong theoretical groundwork is that it provides a context for the research.

3.   Defining a Clear Research Question

While defining a research question two problems may occur- Under-focusing, i.e., the question may be too broad to be researchable (for example, environment) and Over-focusing implying choice of too narrow a topic (for example, availability of potable water in your neighbourhood).

Formulating a research question involves asking:

➢   How is a particular phenomenon 'A' experienced?

➢   What causes 'A'?

- ➢ How phenomenon 'B' affects 'A'?
- ➢ How can 'A' be solved or prevented?
- ➢ How relevant is 'A' to our social reality?

4. Conducting a Feasible Study

The topic under study must not only be interesting but also be feasible given timescales and other constraints. Feasibility exercise involves raising questions such as:

a. ***Who*** am I studying?

b. ***Where*** will I conduct this study?

c. ***When*** can I finish it (timeframe)?

d. ***How*** will I conduct the study (method of study)?

e. ***Why*** have I chosen ?

Simply put, the golden rule here is 'think ahead'.

5. Important of Choosing a Low-Risk Topic

All research involves risk. No matter how carefully a person plans the project, there are no guarantees. It helps, therefore, to choose a topic involving minimum risk. In simple words, try and avoid depending on others while conducting the project. Greater the dependencies, higher the risk. Avoid all the may be from your study, such as, maybe my friend can procure the books for me, maybe my contacts will arrange the interviews for me, maybe my cousin's colleagues can help me, etc.

II. How to Write a Project Report

The style of writing a project report may vary from topic to topic, but generally, speaking reports are structured as follows:

Introduction- theoretical context and research question

Method employed in the study

Presentation of the findings

Discussion and conclusions

List of references and appendices, if any

(a) ***Introduction*** comprises stating what you have studied and why (reasons for picking that particular topic); definition of the concepts used by you; theoretical base (if any) that you have applied; previous work on the same/similar issue; objectives of your study.

(b) ***Method of study*** is the section explaining what was done, how it was done and why it was done in a particular way. Researcher may use quantitative or qualitative method, survey or sampling technique, participant or non-participant observation mode, interview or questionnaire method, so on and so forth.

(c) ***Presentationof the findings*** may vary according to the topic and method of study selected. They may take the form of statistical tables and/or graphs with textual explanations or plain material on a case study. It is advisable to move from the general to the specific. Each sub-topic may be put under separate sub-heading. The golden rule is to aim for clarity and a proper structure.

### (d)	Conclusion : Findings and Suggestions

The previous section told us what your findings were. This section tells us what these findings mean. The discussion should relate the results to the theoretical context even if they run contrary to the already existing material. The section should relate:

➢	What you were looking for.

➢	What you expected to find.

➢	Why?

➢	What have you found?

➢	What are the suggestions?

➢	What are your explanations for the same?

➢	What are the implications of your findings for (any of the following)-

•	Theory

•	Future research

•	Future practice

•	Policy &Recommedations

Finally, please check and confirm whether or not your study has answered your research question.

Reference techniques are as follows:

➢	Keep bibliographic records of readings as you go along – it saves time hunting for references later on.

➢	Avoid footnotes.

➢	Be consistent in your citation method.

➢	The best way to cite a reference is:

Books –

Uvin, Peter (2005) Human Rights and Development, New Delhi: Viva Books.

Edited Books -

Mishra, Jyotsna (ed.) (2000) Women and Human Rights, New Delhi: Kalpaz Publications.

Articles in journals or edited volumes –

Bunch, Chariotte (1990) "Women's rights as human rights: Towards a re-vision of human rights". Human Rights Quarterly Volume 12, No. 1, pp. 489-498.

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Note : The given forms A, A1, B & C can be retyped or photo copied and used.

<u>Form : A</u>

University School of Open Learning
Panjab University, Chandigarh
2022-2023

PROFORMA FOR PROJECT APPROVAL

Name of the Student: _____

Address of the Student: _____

Enrolment Number: _____

Title of the Project: _____

Name and official address of Supervisor if any : _____

Designation : _____

Qualifications of Supervisor: _____

Experience : _____

Signature of Student and address & phone no.   Signature of Supervisor

Date : _____   Date : _____

For Office use only

    Synopsis   -   Approved/Not approved

    Supervisor   -   Approved/Not approved

    Remarks if any-   _____

Signature of Coordinator/ Course Leader

Date : _____

Note: Brief resume should be duly signed and stamped. Project proposal be sent along with this Performa by post or by hand to the department before or by 17th March, 2023.

Specimen of the Title page

Topic (In Capital Letters)

Project Report
Submitted
In partial fulfilment of the requirements (of Paper VIII)
of the Advanced Diploma in Human Rights & Duties

Session 2022-2023

Proposed Supervisor, if any

Name _____

Department_____

Submittedby :_____

Address & Mobile No.:_____

Enrolment No. _____

DEPARTMENT POLITICAL SCIENCE, USOL
PANJAB UNIVERSITY
CHANDIGARH – 160014 (INDIA)

CERTIFICATE

Certified that the Project Report entitled (Topic of the   Project)

_____

submitted by (Name of the Candidate) _____
is his/her own original work and has been done under my supervision.

It is recommended that this Project Report be placed before the examiner for evaluation.

(Signature of the supervisor)

Name :_____

Designation:_____

Department:_____

Date:_____

* Certificate must attach with Project Report during the time of submission