

PROJECT REPORT STRUCTURE

The word limit for the written report should not exceed 2500 - 3500

1. INTRODUCTION:

Description on background of the study and its relevance to the focal theme, rationale and social context

2. HYPOTHESIS:

To be written clearly in one or two sentences

3. OBJECTIVE(S):

To be written clearly point by point, not as running statement (not more than five points)

4. METHODOLOGY/EXPERIMENTATION:

Explain in detail about the experiment or methods.

Explain list of materials used and controls

Provide neatly labeled sketches and/ or diagram wherever necessary, document every step of the study by taking photograph, wherever necessary.

4.1 SURVEY: (IF ANY)

Clearly describe sampling procedure and sample size based on population, provide sample questionnaire used, document every step of the work by taking photograph whenever necessary

4.2 CASE STUDY: (IF ANY)

This is a specific study carried out focusing on a particular area/ community to understand certain issues or their impact (In such cases, principles of survey will remain same, with explanation in context of the area/community covered, along with significant learning outcomes apart from the other processes of data analysis and interpretation)

5. DATA COLLECTION:

This refers to what has been observed during the experimentation

Observation can be both qualitative as well as quantitative

The qualitative data needs to be transformed into quantitative form either using ranking approach or weighted index for numerical analysis

6. DATA ANALYSIS AND INTERPRETATION:

The data that has been generated out of experiments/observations/survey need to be tabulated in a structured manner

Different tools and methods can be used to analyze the data, to understand the patterns that emerge from it, to get results and finally draw conclusions

(Remember, the raw data that is generated is not the final result. Raw data is to be analyzed using simple statistical methods/tools and then the interpretation of the result to be made)

7. RESULTS:

Results are the output of the study derived from data analysis and interpretation leading to meaningful outcomes with the help of a logical framework

Sometimes, it may be needed to redo the experiments to get consistent results, however, final result is the analyzed data presented in structured table as well as graphical form

7.1 CONCLUSION/INFERENCE: *This is the logical end of the project where the experimenter tries to arrive at specific conclusions from the result(s)*

(In a way, the whole objective of the project was to arrive at some conclusion, either positive or negative, which would lead to a better understanding of the problem)

7.2 SOLUTION TO THE PROBLEM: *Once the problem is understood using the above steps, it may lead to one or more possible solutions*

8. FUTURE SCOPE OF THE WORK (FOLLOW-UP):

Every research is open-ended

(In other words, in a defined time-period and with given resources, a research work cannot end-up to draw solution to that particular problem, which may need further refinement for suitable and wide application and hence, every research work must have some scope to do the same or similar study by the same researcher or other as and when necessity arises)

9. ACKNOWLEDGEMENT:

It is the duty of a researcher to acknowledge all the people who extended help in various forms for accomplishing the work, with a generous statement of gratitude

10. REFERENCES/BIBLIOGRAPHY:

This part includes the list of books, journals, magazines, articles consulted in relation to the project (If these are referred to in the write-up of the project, then it is termed as reference; else it is bibliography/ literature cited)