



National Institute of Agricultural Extension Management

(An Organization of the Ministry of Agriculture, Govt. of India)
Rajendranagar, Hyderabad - 500 030, Telangana, India

Guidelines for Report Writing of AEM 206: Project work (3 Credits)

The course **AEM 206: Project work (3 Credits)** is **compulsory** for completing the Online Post Graduate Diploma in Agricultural Extension Management (PGDAEM-MOOCs).

A candidate has to select any topic of own choice from the list of topics available within the purview of the programme for the course AEM 206: Project Work (3 Credits) based on own interest and its utility to own work situation.

A candidate needs to analyze and synthesize various facets on the topic and come out with conclusions and suggestions to utilize the given concept/theme.

The project report should approximately be 25 to 50 pages i.e. It must not be less than 20 pages or exceed 50 pages.

A candidate has to refer to various field study reports, annual reports, program evaluation reports, observations of experts and other sources relevant to the project.

The project report may include at least two relevant examples/cases from the candidate's own experience or by cross reference from other sources with explanatory note in concise manner.

Graphical and tabular representation of the relevant data will add value to the report.

The project report may include a few project activity /project related photograph(s).

Examples/ case studies already included in the PGDAEM study/course material should not be quoted or reproduced.

It is essential to follow certain guidelines regarding format, style, reference and other characteristics in writing the report. The following general guidelines have to be used for writing the report on project work.

Format

The format of the report will have the following headings

- Cover sheet
- Title page
- Table of contents
- Abstract
- Introduction
- The body of the report
- Conclusion and Recommendations (If any)
- References / Bibliography
- Glossary (if needed)
- Appendices

Report checklist

Here are some aspects which may be found in each section of a report and which may be of use in organizing and checking the details in your own reports.

1. Title page

Title of the project : *(The title of the project report should be clear, concise and indicative of its contents.)*

Course code : **AEM 206**

Name of the candidate:

Admission number : **(as given in the letter of admission)**

Signature :

Date of submission :

2. Table of contents

- Should be accurate with clear layout
- Should have section numbering along with page numbers
- List of illustrations if applicable

3. Abstract

The abstract of a report includes the following:

It must provide the essence of the report in few words

It must be in either Informative form or descriptive form

It must be written in an impersonal tone with connected writing

It must be within 150-250 words (for longer reports, 1/2-1 page single-spaced) and

It must provide a complete summary of key information.

4. Introduction:

Introduction in the report must deal with the following aspects of the text:

- (i) the nature of the project work / topic, its importance in the larger context: (how the report relates to a field, discipline or area of knowledge and why the topic is of sufficient importance)
- (ii) the purpose: what is the communicative intention in compiling the report and what utility / purpose it serves
- (iii) the scope (what the project report seeks to highlight in fulfilling this purpose and the type of attempts made to address the project objective(s)).
- (iv) It may also contain a brief narration of the way in which the material of the report is organized.

5. Body format:

There must be Main headings indicating equal level of importance all and also subheadings relating to section heading, with choice of levels indicating hierarchy of importance.

Hierarchy of importance can be shown by careful and consistent use of features such as capitals, different fonts, underlining, bold, italics, indenting, numbering/letter system.

Ensure space between sections to enhance readability and layout

When using charts, statistics and illustrations, check for suitability, captions, reference in text and positioning, acknowledgement of all sources, including material referred to indirectly, direct quotations, copied diagrams, tables, statistics etc.

Ensure a systematic link between references in the text and the reference list and bibliography.

6. Expression

- Should be correct with own words
- Should be concise and clear
- Should be formal and factual

7. Content

Logical development of ideas from one section to another, and within each section citing evidence relevant to the topic selected with in the purview of the PGDAEM Should be objective and specific .

8. Conclusion(s)

- It should be arising out of the facts and convincing.
- There should be a substantial basis for the recommendations.

9. Recommendations (if applicable)

It should be:

- based on the conclusions
- practical and specific, well organized, with the most important first

10. List of references

- The reference list is placed at the end of the report.
- It is arranged in alphabetical order of authors' surnames and chronologically for each author.
- The reference list includes only references cited in the text.
- The author's surname is placed first, immediately followed by the year of publication. The date is often placed in brackets.
- The title of the publication appears after the date followed by place of publication, then publisher. Use of commas, colons, full stops may be used as indicated below.

Note that the titles of books, journals and other major works appear in italics (or are underlined when handwritten), while the titles of articles and smaller works which are found in larger works are placed in (usually single) quotation marks.

The format of reference is given below:

REFERENCES

- Marshall , B.R. (1985), 'Common Writing Problems in Tertiary Education' *Australian Educators Journal*, Vol 7, No.3, pp. 56-64.
- Beasley, V.(1964), *Eureka ! or how to be a successful student*, Flinders University , Bedford Park , South Australia .
- Robbins S.P. 2004. Basic Approaches to Leadership. *In: Organizational Behaviour*. (Ed) S.P.Robbins. Pearson Education Pvt. Ltd., New Delhi.
- Mohanty A.K. 2005. The Pattern of Rural Leadership among Farming Community: A Study on Leadership Dynamics in Uttaranchal. Ph. D. Dissertation. G. B. Pant University of Agriculture & Technology, Pantnagar, INDIA.
- Affolter F.W. and Findlay H.J. 2002. Assessment of mobilization and leadership challenges in Azerbaijani IDP and refugee camps. *Journal of Convergence*. 34(4): 55-67
Online source: <http://www.joe.org/joe/2004december/rb3.shtml>
- Anonymous. 2012. *Annual Report*. Central Rice Research Institute, Cuttack, INDIA

11. Glossary (if included)

Should be arranged alphabetically

12. Appendix (appendices)

- Should be placed at end of a report if included
- Should be arranged in the order referred to in the report
