



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

PROJECT GUIDELINES

(SESSION-2016-17)

DIPLOMA IN ENTREPRENEURSHIP DEVELOPMENT

(DED)

Course Code: DED-08 (4-credits)

Course Type: Project

Weightage for Project Report: 100%

- **Project Report:** 75%
- **Viva-Voce:** 25%

PART - 1

Project is an integral part of the academic curriculum of Diploma in Entrepreneurship Development Programme of Odisha State Open University. For the successful completion of the Diploma programme, the learners are required to complete the Project. During the 2nd semester of the programme, the learners are required to work with an organisation for hands on experience. The duration of the Project may be of three weeks. In some cases this period may be a little longer, but in no case the duration should be more than four weeks.

Project aims at widening the learner's perspective by providing an exposure to real life organisational and environmental situations. This will enable the learners to explore an industry/organisation, build a symbiotic relationship with an organisation, or simply hone their skills in a familiar field. Project also provides invaluable knowledge and networking experience to the learners. During the project, the learner has the chance to put whatever he/she learned in the 1st Semester into practice while working on a business plan or trying out a new industry, job function or organisation. The organisation, in turn, benefits from the objective and unbiased perspective the learner provides based on concepts and skills imbibed. The project also serves as unofficial spokespersons of the organisation and help in image building on campus.

Topics: Some ideal topics for project can be in the following areas:

Role of Entrepreneurs in Economic Development,
Emerging Trends in Entrepreneurship Development,
Entrepreneurial Skills and Competencies,
Entrepreneurial Motivation,
Identification of Business Opportunities,
Start-ups in Odisha,
Start-up Policy Framework and Incentives for Entrepreneurs,
Innovation and creativity for Entrepreneurship,
Emerging Models of Corporate Entrepreneurship,
Social Entrepreneurship in India,
Rural Entrepreneurship,
Women Entrepreneurship,
Business Plan Preparation,
Small Business Management,
Opportunities and Problems in E-commerce,
Institutional Support System for Entrepreneurs,
Organisation Change and Transformation,
Goal Setting and Problem Solving Strategies for Entrepreneurs,
Role of Financial Institutions in Developing Entrepreneurship,
Industry Analysis,
Competitive Strategy, and
SWOT Analysis etc., among others.

However, this is not an exhaustive list of areas but can be varied to suit the requirements of the organisations where the learner has to undergo internship. In some cases, even field work can also become an integral part of project. The learner need not shy away from taking up such projects.

Synopsis: A synopsis (one-to-two pages only) on the project prepared in consultation with the guide should be enclosed along with the project proposal.

Approval of the Project Proposal: The Learner has to submit a project proposal as per the format given **on or before 15th April 2017**. It will be evaluated by an appropriate authority within a week with remark. In case the project proposal is not approved, the learner has to re-submit it within a week by incorporating the changes as suggested within a week. The approved project proposal must be attached in the appendices of the project report.

Supervisor/Guide: The learner has to identify a supervisor who is a counsellor or a teacher in the field of Management / Commerce or a professional with requisite qualification like MBA, M.Com, B.Tech. /M. Tech.

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.

Important Dates:

- 1. Date of Submission of Project Proposal: 15th April 2017**
- 2. Date of Submission of the Project Report: 28th May 2017**

PART – 2

In case the scope of the project is large, even more than one student also can undertake the project jointly. Similarly, if the scope of the project is limited, the student can undertake more than one project during the specified period with the same organisation or with another organisation. An additional benefit that organisations may derive is the unique opportunity to evaluate the student from a long-term perspective. Thus the project can become a gateway for final placement of the learner.

The learner should ensure that the data and other information used in the study report are obtained with the permission of the institution concerned. The learners should also behave ethically and honestly with the organisation.

The project process involves working under the mentorship of an executive of the concerned organisation and also with a faculty member of the study centre where the learner is studying, if required. The learner is expected to first understand the organisation and its setting and the industry/field in which the organisation is operating. Thereafter, the learner is expected to concentrate on the specific topic of study, its objectives, its rationale, and adopt a methodology and identify a suitable analysis procedure for the completion of the study. Wherever possible the learner may provide recommendations and action plans, along with the findings of the study.

The university will arrange for evaluation of the project reports submitted by the learners. For the purpose, the university will nominate one faculty from outside the study centre and one faculty member from the study centre who will be the examiners. The learner/s is/are expected to make a 15 minute presentation before the examiners regarding the project work undertaken, which will be followed by questions by the examiners.

PART - 3

The total marks for the project will be 100 and it carries 4 credits. The marks will be awarded for the following aspects:

- i) Introduction:** Clear understanding of the topic/subject; understanding of the organisation/unit/field.
- ii) Literature Review:** Published studies, review of similar studies
- iii) Details about the study:** Objectives, formulation of the problem, scope, and rationale of the study.
- iv) Methods/methodology adopted for the study:** Analytical, Survey, Field Work or any other method with appropriate justification and reasoning.
- v) Analysis and conclusions:** The logic of analysis, source of data, whether the conclusions are in line with the objectives, etc.
- vi) Contribution and learning from the project:** Details of the contribution of the study, the benefits to the organisation, the learning from the study for the student, etc.
- vii) Acknowledgements:** References/Citations and Bibliography and help, if any, received from other individuals/organisations.
- viii) Presentation of the report, format of the report, flow of the report, style, language, etc.**
- ix) Presentation of the report to the examiners:** Substance and treatment of the topic, style of presentation, performance in the question answer session, time management, language, etc.
- x) Overall impression.**

PREPARATION OF THE PROJECT REPORT

1. ARRANGEMENT OF CONTENTS:

The sequence in which the project report material should be arranged and bound should be as follows:

- i. Title Page
- ii. Certificate
- iii. Abstract/Objective
- iv. Acknowledgment
- v. Table of Contents
- vi. Body of the Project
- vii. List of Tables
- viii. List of Figures
- ix. List of Symbols, Abbreviations

- x. Chapters
- xi. Appendices
- xii. References

The table and figures shall be introduced in the appropriate places.

2. BINDING SPECIFICATIONS: Spiral Binding/Book Binding

3. PREPARATION FORMAT:

3.1 The project proposal: The copy of the project proposal is given in Format-1. The filled in project proposal format should be sent to the university Office before beginning of the project.

3.2 Title Page - A specimen copy of the Title page of the project report are given in Format-2.

3.3 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-3.

3.4 Acknowledgment- A specimen copy of the Acknowledgment of the project report are given Format-4

3.5 Abstract/Objective of the project - should be one page synopsis of the project report typed double line spacing, Font Style Times New Roman and Font Size 14.

3.6 Table of Contents - The table of contents should list all material 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.

3.7 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.

3.8 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.

3.9 List of Symbols/Abbreviations - One and a half spacing should be adopted or typing the matter under this head. Standard symbols, abbreviations etc. should be used.

3.10 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 centered.

3.11. Spacing

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

3.12. 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.

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.

3.13 Chapters - The chapters may be broadly divided into 4 parts (i) Introductory chapter, (ii) Chapters developing the main theme of the project work (iii) Findings, Summary and Conclusion, and (iv) Suggestions.

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 may include the following.

Chapter - I:	Introduction (Definitions, Literature and key concepts)
Chapter - II:	Analysis of the problem and requirements specifications
Chapter - III:	Design & Development of Solutions
Chapter - IV:	Implementation, Testing and Interpretation of results
Chapter - V:	Findings, Summary and Conclusion
Chapter – VI:	Suggestions

3.14. 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.

3.15. 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.

3.16. 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 12, the chapter heading with font Size 16 and the section heading with font size-14.

PART - 4

**School of Business and Management
ODISHA STATE OPEN UNIVERSITY**

PROFORMA FOR PROJECT PROPOSAL APPROVAL

DIPLOMA IN ENTREPRENEURSHIP DEVELOPMENT

(DED)

(For the academic year 2016-17)

Enrolment No.: **Admission Batch:**

Study Centre: **Code:**

E-mail:..... **Mobile/Tel No.:**

1. Name and Address of the Student:
2. Name, Designation and Address of the Guide:
3. Title of the Project:
4. Objectives of the projects
5. Future scope of the Project:
6. Methodology used in the Project:

Signature of the Student:

Date:

Signature of the Guide:

Date:

Note: Enclose the Synopsis of the Project and Bio-data of the guide

(For Office Use only)

Synopsis	Supervisor
Approved	Approved
Approved	Not Approved

ACKNOWLEDGEMENT

It gives me immense pleasure to express my deep sense of gratitude and profound thanks to my esteemed guide (Name of the guide with Designation, Department and 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 thanks to(Name of the Study centre Coordinator),, (Name of the study centre) for giving me this opportunity to undertake this project.

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

Signature of the Candidate

Date:

Place:

CERTIFICATE OF ORIGINALITY

This is to certify that the Project Report title _____ submitted in partial fulfilment for the award of Diploma in Entrepreneurship Development Programme of School of Business and Management, Odisha State Open University (O.S.O.U) Sambalpur, was carried out by _____ under my guidance. This has not been submitted to any other University or Institution for the award of any degree/diploma/certificate.

Name and address of the Guide

Signature of the Guide
(With Seal)

TITLE OF THE PROJECT
A
PROJECT REPORT
Submitted by
NAME OF THE STUDENT
DIPLOMA
IN
ENTREPRENEURSHIP DEVELOPMENT
under the Guidance
of

NAME OF THE GUIDE
(DESIGNATION)

MONTH AND YEAR OF SUBMISSION

NAME OF STUDY CENTER