



questions to be asked by heart and answers given by the respondent and note them on the Interview schedule as soon as your interview is over.

## **8. DATA ANALYSIS**

The data analysis is a very important part of project work. At times it involves application of number of statistical techniques and methods. However, since we intend to only introduce you to the basics of research, we do not expect advanced statistical analysis for this type of project work, unless you are already familiar with statistics. Some of the major steps involved in the simple analysis of data include:

### ***Scrutiny of the Assembled data***

While conducting this preliminary exercise, the researcher should seek answers to the following questions:

- Are the data complete enough to reveal patterns of behavior, sequence and relationships?
- Are the data objectively recorded and are they reproducible?
- Are the data susceptible to quantitative treatment?
- Are the data collected with the help of adequate sampling techniques?

### ***Classification of Data***

The main value of any classification lies in its potential for grouping together masses of comparable data in to relatively few classes and categories. It should be clearly borne in mind that the aim of classification is to discover such series, sequences and relationships as may throw light on the uniformities in one group of data and on the differences in another.

### ***Coding***

Coding is an operation by which numbers or symbols are assigned to all items according to the class or category in which they fall. The nature of coding operations depends mainly on three factors:

- ◆ The number of respondents or sources of data;
- ◆ The number of questions asked; and
- ◆ The number and complexity of statistical operations planned for the study.

Depending upon the nature of the study, coding can be done either at the stage of finalizing the schedule, or at the data collection stage.

### ***Tabulation***

After having completed the process of classification and coding, the next step involved in the analysis is the tabulation of data. The essential operation in tabulation is counting so as to determine the number of cases that fall in various categories. Tabulation can be done either by hand or by machine depending upon the quantity of data involved.

## Data Analysis

The data analysis depends upon what researcher wants to know. In case you are interested to know causal relationship between independent and dependent variables, the foremost requirement would be to demonstrate that both variables are associated. Here comes the role of statistics to help us summarize the data and reveal the extent to which one may generalize beyond the data at hand. In the type of studies that the learners will be getting involved, we may not need advance statistical techniques for analysis. Therefore, the data collected may be transferred in to a sheet and subject to simple statistical analysis. In number of cases even calculating percentage should be enough to draw conclusions and inferences. To create percentage distribution, you divide the number of cases in each category by the total number of cases and multiply by 100. You can then draw the inferences. The personal notes, observations collected during the field visits and case studies prepared (if any) can be used as supporting evidence in the Report.

## 9. REPORT WRITING

Finally, the analysis of the data, inferences drawn from the analysis and conclusions arrived at have to be shaped in a report. The report is a factual presentation of all that a project has passed through. In general a project report could consist of the following:

- **An Introduction:** It means introducing the problem, its importance and need to undertake the study.
- **Review of literature:** It involves a summary of review of such literature which might have helped you in the identification of knowledge gap, which was then subjected to study under the project.
- **Methodology:** It may comprise a research design including objectives, hypothesis( if any), type of research, what type of tools were used for data collection, data analysis, how data was interpreted and limitations of the study.
- **Study Area:** An account of study area including a brief description of the say state, district and block or whatever the study area may be and its characteristics to the extent they are relevant to the study.
- **Study report:** It comprises presentation of the entire data collected in tabular form and each table described and subsequently analysis and interpretation of data.
- **Conclusions & Recommendations:** This is the final chapter and it provides a description of the conclusions arrived at and the recommendations/suggestions made for overcoming problematic situation.

## 10. REPORT SUBMISSION

Once the report is ready it has to be submitted for evaluation to the University as per laid down procedure as given below You have spent time, effort and expertise in developing this document. You could even later make use of it for other academic purposes or even publish it in a journal.

**Please remember:**

- The draft final report should be shown to your Supervisor. If there are any suggestions, they should be carried out and the final report should be typed in, 12 font in A-4 size (29 x 20 cm) paper.
- Before the report is finalized please read the typed version and correct the typing errors and check all the necessary details including illustrations (if any) ; page numbers and tables.
- Attach a declaration from you with the report that the work is original and has not been submitted to IGNOU or any other university or institution earlier.
- Attach a certificate from your Supervisor stating that the project work was done under his/her supervision and that it is a genuine and original work.
- The cover and first page should have your name, enrollment number, name of the supervisor etc.
- Proper binding is to be done preferably hard cover page.
- Two copies of the project report are to be prepared: one for IGNOU and the other to be retained by you as your personal copy.
- A copy to be submitted to IGNOU should be mailed by registered post or submitted by hand to: **The Registrar, SED Division, IGNOU, Maidan Garhi, New Delhi - 11068.**

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## **2. GUIDELINES FOR PREPARATION OF A PROJECT PROPOSAL**

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The project proposal may be prepared after discussing the same with your supervisor. The following steps are provided to you for preparing the project proposal.

### **1. Project Title**

The title of the project means topic of research. It should clearly specify the type and nature of the project. It should be clear, brief and specific. It is suggested that the topic should be related to your field of work. As stated in chapter-I above the learner is expected to keep in mind various factors while selecting the topic, which among others include: suitability and relevance of the topic; learners own interest in the topic selected; availability of literature/information on the subject; financial feasibility in terms costs involved; feasibility of the data- collection within the limited time-frame available with the learner etc.

### **2. Introduction & Statement of the Problem**

In the introduction, an applicant is expected to state the problem(s) as simply as one can and then discuss the importance of the topic particularly as to why the topic is important? The introduction should be interesting and make a strong case for the topic to be subjected to research investigation. In other words, it may briefly contain an analysis and relevance of the problem, what is a rationale for carrying out the study etc. A brief review of the existing literature on the subject will give you an added advantage.

### **3. Objectives**

The determination of study objectives should receive a careful consideration after the statement of the problem . and they have to be linked appropriately to the proposed area of study. It is important that objectives are clear and precise, because they have direct implications on the outcome of the study. Usually a research proposal contains three to four objectives. These objectives can be given in a sequential form, clearly stated without any ambiguity. Such objectives will thus spell out the scope of the study.

### **4. Hypothesis**

Hypothesis is the probable answer to the problem you have undertaken. But not all studies involve testing of hypothesis (mostly experiment based studies have hypothesis). You can discuss with your supervisor as the type of study you want to undertake and whether there is a need to have a hypothesis. .

### **5. Universe of the Study**

If the project involves field work you should define the universes of the study. Universe is defined as the entire area of population taken for particular study. This will depend on the geographical limits of the study and unit of the study. For instance, if you are studying the characteristic of households in village, then all the households will comprise the universe of the study. You will draw the sample from the universe.

### **6. Sample**

If your study proposal is based on field work you will have to choose a sample from the universe. A sample is representative of the whole population. Sampling can be done in

many ways such as random sampling, cluster sampling, purposive sampling or stratified random sampling etc. You may have to describe the sample size estimation and techniques to be used for the sampling and rationale for selecting the required number of subjects. To know more about the different types of sampling, please refer to any standard book on statistics or consult an expert on the subject. Please remember that sample has to be statistically relevant.

### **7. Tools for Data Collection**

You should suggest what kinds of tools you intend to use for the collection of data from various sources. You may have to choose more than one tool for a particular study since social reality is always complex and multi-faceted. Some information about tools of data collection is given under 'Steps involved for carrying out the project work' under chapter-II above.

### **8. Data Analysis**

The raw data has to be scrutinized and coded and then data analysis can be done, using statistical methods. Please also keep in mind the major steps involved in the analysis of data as given in Chapter-II above. It is desirable that the techniques, which you intend to use are mentioned in the proposal.

### **9. Chapter Plan**

Chapter plan or chapterization will give a tentative plan for writing the report. This exercise will help you in completing your dissertation smoothly and in a systematic way.

For example a chapter plan could provide a very brief intended description under each of the following heads:

- *An Introduction*
- *Review of literature*
- *Methodology*
- *Study Area*
- *Study results and analysis*
- *Conclusions & Recommendations*

### **10. References**

It will be very useful if various references quoted while formulating Study Proposal are listed in a sequential manner with the authors name(s), title of the article, name of the Journal, year, volume and page number.

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### 3. BROAD INDICATIVE AREAS AND TOPICS FOR RESEARCH<sup>2</sup>

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The selection of appropriate topic for your research study is very important. It is not our intention here to suggest a list of topics so that you can choose one of them for your study. Our intention is to help you in choosing an appropriate topic for your research study. In order to facilitate this we are providing a list of broad indicative areas which can serve as an example and may help you in identifying an appropriate area for research investigation. This does not mean that you cannot choose another topic of your interest pertaining to rural setting. Hopefully these broad areas may guide you in selecting a topic relevant to your state, district or block which falls nearer to your place of stay or work. You must discuss your topic and take necessary approval from your guide before going ahead with the collection of data. Your guide will perhaps help you in the preparation of the project proposal as well as in selecting appropriate tools for the collection of data. Kindly ensure that you take prior approval for your proposal. Original copy of the approved proposal must be attached with the thesis before binding it. A very broad indicative areas to facilitate you to identify appropriate topic for your research investigation are as under:

1. A study of adequacy of administrative support system at Gram Panchayat Level.
2. An analysis of the strength and weaknesses of decentralization planning.
3. An analysis of emerging rural power structure with special reference to Panchayati Raj- A Study of two blocks.
4. A critical analysis of 'The Provisions of Panchayats(Extension to the Schedule Areas)Act, 1996.
5. An evaluative study of some selected programmes being implemented by Panchayats in a block.
6. A study of role performance of elected members of a Gram Panchayat.
7. A study of socio-economic background and role performance of Zilla Parishad Members.
8. A study of the role and impact of Television on Panchayati Raj.
9. A Study of the Functional Efficiency of a Gram Sabha.
10. A study on the innovative use of information technology in disseminating information under Panchayati Raj.
11. A study of the social status of rural women under Panchayat Raj in a block.
12. A study of Decentralised Planning and Panchayati Raj in a district perspective.
13. A study of Role of Mass Media in promoting Rural development through Panchayati Raj.

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<sup>2</sup> A tendency to limit your area of research investigation to the suggestive areas may have to be avoided. A learner is expected to chose a topic based on the criteria given and his/her area of interest.

14. Social background and role performance of Sarpanches: A study of a block,
15. A study of State Election Commission's role in bringing transparency in Panchayat elections.
16. Democratic Decentralization and changing role of the Zilla Parishad.
17. Factors inhibiting effective implementation of development programmes implemented through Panchayats- A study of a Block.
18. Impact of Women's reservation in Panchayat Raj – A study of Block.
19. People's Representatives and Bureaucracy: An Interface in Panchayati Raj.
20. Planning at grassroots level – A study of a village Panchayat.
21. Role of Capacity Building in enhancing performance in Panchayats.
22. Role of District Planning Committee in decentralized planning.
23. Socio Political Empowerment of Scheduled Caste through Panchayat Raj.
24. Socio-Political Empowerment of Elected Women Representatives through Panchayati Raj Institutions: A case study of a District/Block.
25. State Finance Commission and devolution of finances – A study of a district.
26. The Role of Panchayats in addressing HIV/AIDS – A case study of a district.
27. The Role of Panchayat Raj Institutions (PRIs) towards Rural Health Services: A case study of a District.