

CONTENTS

Particulars	Page No.
Project Preparation	7
A. The Dissertation Proposal	7
B. The Dissertation	8
C. Academic Supervision	10
D. Guidelines and Tips for Dissertation	10
E. References	26
F. Annexure	27

PROJECT PREPARATION

At the Post Graduate Diploma level, a learner is expected to acquire tools, abilities and knowledge that will qualify him/her to teach, carry out research, and perform as a professional. The dissertation project in disaster management, MPAP-001, seeks to partially fulfil this requirement. The purpose of this dissertation project is to enable and encourage you to:

- work independently and in-depth on a suitable theme of your own choice; and
- produce a structured and documented piece of research work.

The dissertation project is worth four credits of course work. This means that the dissertation work is a yearlong process requiring about 120 study hours.

The dissertation process begins with the identification of topic and ends with the submission of a research document of approximately 12000 words (excluding bibliographic references), which shows you have completed certain tasks. These tasks are:

- Identifying a research topic
- Reading relevant literature
- Constructing a dissertation proposal
- Collecting and evaluating data
- Analysing and interpreting the data in reference to the main aims of the study
- Presenting the work in an extended and coherent form

These tasks are very similar to the doctoral research process. But the resources and time available at the Postgraduate Diploma level are limited. Therefore, this dissertation is not expected to demonstrate a substantial original contribution in the field of research. However, it suffices to demonstrate research skills, though a well-organised and executed dissertation may result in useful and publishable findings.

The University encourages you to work independently on the dissertation. However, Academic Supervisor recognised by the University shall guide the dissertation work. All Academic Counsellors of the MPA-001-007 Courses at the Study Centres and members of the Public Administration Faculty at the University headquarters are recognised as Academic Supervisors for guiding dissertations. In addition, you can approach any University/College teacher who has a doctoral degree in Public Administration/ Disaster Management to supervise your dissertation project. **If you are taking an Academic Supervisor of your choice (from other university/college), send a brief bio-data of him/her along with the dissertation proposal to the Programme Coordinators at New Delhi for approval.**

A. THE DISSERTATION PROPOSAL

In order to complete the tasks listed above, it is important to have a specific research plan to help you in completing the project. Each student who undertakes dissertation project is required to submit to the Programme Coordinators, a short 'research plan' or dissertation proposal of approximately **2000 words** within five months from the date of registration for MPAP-001. The dissertation proposal and the final dissertation will be assessed independently.

The dissertation proposal must include the following:

- 1) A working title of the proposed project.
- 2) A clear statement of the research problem to be examined.

- 3) A very brief review of relevant literature to demonstrate the unique methodological and/or theoretical contribution of the proposed research to the discipline.
- 4) An outline of the plan of research and methods to be used.
- 5) An outline of chapter headings for the dissertation; and
- 6) A preliminary bibliography of works relevant to the proposed research work.

The Faculty must approve the dissertation proposal before you begin work on the dissertation. Suggestions and comments made by the Faculty on the dissertation proposal must be incorporated before proceeding with research and writing of the dissertation.

This is mandatory, as dissertation report sent without the approved project proposal will not be ~~be~~ accepted for evaluation (Boed)

A.1) Submission

The dissertation proposal must be typed and submitted to:
Programme Coordinator, PGDDM
Room 141/ Room 128, F-Block,
Faculty of Public Administration,
School of Social Sciences,
Indira Gandhi National Open University,
Maidan Garhi, New Delhi-110068.

- Send your proposal through registered post only so that it reaches the Faculty for sure.
- The cover page of your proposal should be according to the format given in Annexure A and should include your name, enrolment number, name of your Study Centre and Regional Centre, tentative title of the proposal and the Certificate of Approval by the Academic Supervisor.
- Make sure that the Academic Supervisor/ teacher who has agreed to supervise your dissertation project has affixed his/her signature on the Certificate of Approval on the cover page of your dissertation proposal before mailing it to the Programme Coordinator.

A.2) Assessment

The dissertation proposal is worth 30 percent of the overall mark of the dissertation. You must secure a minimum pass mark of 40 per cent to proceed with the dissertation project.

- The Faculty will return your dissertation proposal after evaluating it. You should incorporate the suggestions and comments made by the Faculty before proceeding with the actual dissertation work. Changes in the topic, even it's wording, is not allowed once the Faculty has approved your proposal, with or without modifications.
- Keep a copy of the evaluated proposal in safe custody, since you will have to append it to the dissertation at the time of submission.

B. THE DISSERTATION

The topic for the dissertation should be a theme or a problem in an area of your choice within the framework of the contents of the seven courses you are studying in PGDDM. A list of priority areas for research work is given in Section I of this Handbook. You are, however, free to work on any other topic or theme related to disaster management.

B.1) Format of the Dissertation

The dissertation should be around 12,000 words in length (excluding the title page, acknowledgements and bibliographic references). Essential statistical and documentary appendices such as questionnaires, surveys, interview schedules or other data collection materials may be added to the total, but these should be kept to an absolutely relevant minimum.

- Dissertations should be typed or word-processed on A4 size paper.
- All material in the main part of the dissertation, excluding the bibliographic references, should have 1.5-line spacing and printed on one side of the paper with one-inch margins.
- Notes and references should be in the prescribed format given in this Handbook.
- Your pages should be numbered sequentially at bottom-centre.
- You should avoid unusual or 'amusing' fonts (Times New Roman is now more or less standard).
- The final submission should be spiral bound between light plastic sheets (cover pages).

The sequence of the material in the final dissertation should be in the following order:

- 1) **Cover Page** of the dissertation should state the title of the dissertation, the name of the student, the name of the Academic Supervisor, the Programme for which it is prepared, the name of the University and the year of submission. Cover page format is given in the Annexure A.
- 2) **Title Page** should give the same information as on the cover, together with the statement: "This dissertation is submitted in partial fulfilment of the requirements of the Post Graduate Diploma in Disaster Management of the Indira Gandhi National Open University", followed by the date (year) of submission.
- 3) **Certificate** issued by the Academic Supervisor that the dissertation submitted by the candidate is his/her own work and that the same be placed before the examiner. See the format given in Annexure C.
- 4) **Table of Contents** should list the contents of the dissertation by chapters with sections where appropriate, and page number for each, together with the page number for the bibliographic references and figures, tables and maps, if any.
- 5) **Acknowledgements** you may wish to acknowledge any help that you have received in the preparation of the dissertation.
- 6) **Main Text** comprises of the chapters (three or more), bibliographic references and appendices, if any. Each main heading (chapters, bibliographic references and appendices) should start on a new page; sections within main headings may continue on the same page. Numbering of the main text of the dissertation should be sequential. Bibliographic references should list all works cited in the chapters and other valuable sources used in the preparation of the dissertation. Further guidance on citing and referencing is given later in this Handbook.
- 7) **Dissertation Proposal** approved by the Faculty must be appended to the dissertation at the end.

B.2) Submission

A spiral bound copy of the dissertation should be submitted at least a month before the term-end examination. Extensions will only be granted in exceptional circumstances on application in advance to the Programme Coordinator.

The dissertation should be submitted to:

Director
SR and E Division
Block 12
Indira Gandhi National Open University
Maidan Garhi, New Delhi-110068

- Do keep a copy of the dissertation with yourself, as the University will not send it back to you.
- Presentation of the dissertation is taken into account in awarding marks. Make sure that the final text has been carefully examined for typing errors before it is bound and submitted.

F. ANNEXURE

A. COVER PAGE OF DISSERTATION PROPOSAL

Candidate's Name: _____

Programme Code: **PGDDM**

Course Code: **MPAP-001**

Enrolment No: _____

Regional Centre _____

Study Centre _____

Study Centre Code: _____

Address: _____

Title of the Dissertation _____
(Enclose the Proposal)

CERTIFICATE OF APPROVAL

I hereby certify that the proposal for the Dissertation entitled _____ by (name of the candidate) _____ has been prepared after due consultation with me. The proposal has my approval and has to my knowledge the potential of developing into a comprehensive Dissertation Project. I also agree to supervise the above-mentioned Dissertation till its completion.

(Signature of the Academic Supervisor)

Name: _____

Designation _____

Address: _____

Study Centre : _____

Regional Centre: _____

Date : _____

B. COVER PAGE OF DISSERTATION

<p>DISSERTATION TITLE</p> <p>Name of the Candidate</p> <p>Supervised by (Name of the Academic Supervisor)</p> <p>Post Graduate Diploma in Disaster Management INDIRA GANDHI NATIONAL OPEN UNIVERSITY (Year of Submission)</p>

C. CERTIFICATE BY THE ACADEMIC SUPERVISOR

CERTIFICATE

Certified that the Dissertation entitled _____
submitted by (Candidate's name) _____ is his/her own
work and has been done under my supervision. It is recommended that this Dissertation be
placed before the examiner for evaluation.

(Signature of the Academic Supervisor)

Name: _____

Address: _____

Study Centre : _____

Regional Centre: _____

Date : _____