Guidelines for preparation of Project Completion Report

1.   Format of cover page:

   a) Title of the project
   b) Name of the sponsoring organisation with project reference number
   c) Address of the implementing Institution with year of completion of the project.
      (Click for Model Cover-page)

2.   Format for back of the cover page

   a)   Copyright
   b)   About NSTMIS
   c)   Disclaimer
   d)   Citation
        (click for Model Back Cover-page)

3.   Report should cover broadly the following
   a) Preface (one page)
   b) Acknowledgements (LPAC Members, data Collection sources, etc.) (one page)
   c) Table of Contents
   d) Executive Summary(3-4 pages) should cover following:
      - Importance of this study (why this study)
      - Objectives of the study
      - Methodology details (how this study was carried out)
      - Results & Discussions (what the study reveals)
      - Policy implication, suggestions & recommendations
   e) **Chapter 1:** Introduction, Objectives, Limitations
   f) **Chapter 2:** Review of Literature
   g) **Chapter 3:**Methodology – Sampling Design, Data Sources, etc.
   h) **Chapter 4:**Detailed analysis of the Data
   i) **Chapter 5 :**Result and Discussions
   j) **Chapter 6:**Findings/Summary and recommendations
   k) Research Summary/annotation of project (for website uploading only) - in
      300 words
      - Title, Author, Institution, year
      - Brief description of the project, describing the purpose and outcome of
        the study.
        (click for Model Research Summary)
   l) References
   m) Annexures including a copy of introduction letter, blank questionnaire, etc.

4.   Report should be typed neatly in double space in A-4 size white paper

5.   Copies of the final project report to be submitted - **5 printed copies alongwith 2 CDs
        and 2 Pendrives**