

UGC-Academic Staff College
Pt. Ravishankar Shukla University, Raipur - 492 010

GUIDELINES FOR UNDERTAKING PROJECT /SURVEY WORK

The main purpose of taking up project work is to develop practical insight and also the understanding of the environment of specific body of knowledge. It is aimed at seeking creative solution with the help of relevant knowledge. Further, the participants will sharpen the skill of enabling the students to take up project /survey work and also turn out to be active learners. One may have to keep the following in mind while undertaking the project work:

- 1. Identification of area/topic for project work**

The area of study will have to be defined with specific objectives, time deadline and theoretical framework.
It should focus at existing situation /problem.
The focus should be pinpointed.
- 2 Conduct of project work**

The project may be taken up at individual or group level.
It should be completed within a period of ten days.
- 3 Essential steps in carrying on the project/survey**

Study of existing literature and adoption of sound theoretical concepts
Collection of information both primary and secondary
Primary information may be collected through observations, interviews, and questionnaires.
Analysis of information with the help of quantitative and qualitative methods
- 4 Broader sections in the presentation**

Introduction
Methodology /Tools for data collection
Observation /data
Interpretation and discussion and conclusion
References/readings
Abstract about 300 words
- 5 Tips for project/ survey report writing**

Some DOs:

 - i** Write the report as precise as possible.
 - ii** Report should be commensurate with the objectives.
 - iii** Any comment/recommendations should be supported by facts.
 - iv** Use simple language. It can be Hindi or English.
 - v** Inconsequential information should be ignored.
 - vi** Description should be coherent and consistent.
 - vii** The work should be well organized and logically presented.
 - viii** Graphs, pictures, drawings, tables, sketches, etc. will attract more weightage.
 - ix** Project work may be supplemented by personal experiences.

Some DON'Ts:

 - i** Avoid inaccurate/incomplete information.
 - ii** As far as possible personal prejudices and biases should be avoided.
 - iii** Repetition of ideas, statements, phrases etc. is not desirable.
 - iv** Avoid flowery language and unnecessary description.

I/c Director, ASC

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Procedure for the Evaluation of Participants

UGC in its revised guidelines for the Academic Staff College during 10th Plan has made evaluation of participants mandatory. According to the Commission, grades should be indicated on the Certificate issued to the participants as under:

A = 75% and above B = 60% to less than 75% C = 50% to less than 60% F = Below 50%

Those teacher participants who get F grade are required to repeat the Program after a gap of one year without financial commitment to UGC-ASC.

In order to ensure objective and data evaluation, the following procedure will be followed:

1. Overall response: 20 marks

Each participant will be evaluated under the criterion against the following parameters out of 20 marks:

- i. Regularity and Punctuality
- ii. Conduct in terms of behavior with Resource Person, Fellow Participants, Staff, etc.
- iii. Effectiveness as Chairman and Reporter
- iv. Quality of interaction (relevance, brevity, coherence, logic, pleasantness, etc.)
- v. Performance as member of task group

The coordinating team will jointly do the evaluation under this criterion.

2. Seminar/Presentation: 20 marks

The evaluation under this criterion will be made on the basis of following parameters:

- i. Adequacy and quality of contents
- ii. Creativity and originality in contents
- iii. Conceptual clarity
- iv. Relevant illustrations and linkages with real life situation

The expert (s) out of panel approved by the Director will make the evaluation on a standardized pattern.

3. Project/Survey/Others: 20 marks

During the period of Refresher Course/Orientation Program, each participant will prepare a project/conduct a survey on the topics decided by the coordinating team. An external examiner will evaluate the project. The parameters for evaluation of project will be as under:

- i. Specificity of objectives
- ii. Appropriateness of methodology
- iii. Nature and analysis of data
- iv. Interpretation of data
- v. Comprehensiveness of the Abstract
- vi. Presentation

The participant will also supply an abstract (about 300 words) along with the project.

4. Micro Teaching: 20 marks

An external expert preferably from the discipline of education will evaluate the teaching skills. The participants will be evaluated against the following parameters:

- I. Style of starting the presentation
- II. Language
- III. Modulation of voice
- IV. Speed of presentation
- V. Use of gestures
- VI. Level of confidence
- VII. Skill of involving the participants
- VIII. Overall impression
- IX. Use of teaching aids (depends upon the topic)

5. Multiple choice objective Test: 20 marks

Multiple-choice objective tests will be conducted for the participants one at the beginning and another at the end of the program. The last one will be prepared out of the contents covered during the program. An external examiner with the help of coordinating team will prepare the question paper. Each resource person will be requested to supply a list of MCQ type question (minimum 5 for each talk). The coordinating team may also collect questions from the participants through workshop mode.

I/c Director, ASC