

**SYMBIOSIS CENTRE FOR DISTANCE LEARNING (SCDL)**

Symbiosis Bhavan, 1065 B, Gokhale Cross Road, Model Colony, Pune-411016, Maharashtra, India Tel 020-66211000 Fax: 66211041

**Project Guidelines for**

**Post Graduate Diploma in Human Resource Management**

**1. Understanding significance of Project Report**

Many learners underestimate the significance of the project report and make the mistake of thinking that good marks can be scored by simply producing a good lay-out.

This is fundamentally not the case as many projects are graded well below their potential because of an indifferent or poor write-up. In order to acquire the right balance, learner should consider the aim behind making the good project.

It provides the opportunity for learner to demonstrate independence and originality, to plan and organize the project work, and to put into practice some of the techniques learners have been taught throughout the program.

**2. Meaning of Project**

A project can be defined as a temporary endeavor undertaken to achieve a particular aim or it is a study of factual information for comprehending and applying the various concepts of the course into practice. In simple words a Project can be understood as mentioned under-

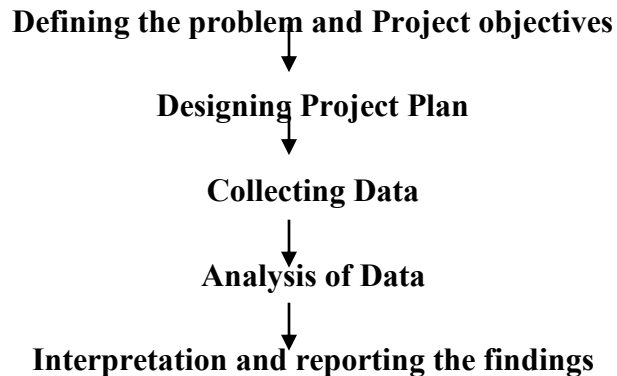
- It is a practice of verification or demonstration of concepts or hypotheses or process/es. In fact, Project is a supplement to learning.
- It is a technique of self-learning, of learning by doing. It has a practical value.
- The purpose of the project is not to generalize but to study the situation with practical orientation.

### 3. Application of Research Methodology to Project Work

SCDL allows learners to take up any topic of their interest and choice. The Learners of PGDHRM should carry out their project works only in the functional area of Human Resource Management only.

Although an illustrative list of the topics is being given in order to give an idea about project topics or title of the project, learners are nevertheless advised not to restrict themselves only to the topics mentioned over here for Project Work, as SCDL gives liberty to the students to choose any topic relevant to HR specialization.

#### Steps in Research Process



### 4. Project Guide

Projects can be guided by any Post Graduate degree holder with/without a Doctorate Degree working in an academic institution (preferably teaching MBA /Management Courses) or persons working in the managerial cadre in any industrial/business organization. Learners must take time to time advice and suggestions from their guides.

### 5. Technical specifications of the project report

- Paper: A4 size paper (11"x 8.5") *Not applicable in case of softcopy submission*
- Fonts: Times New Roman, 12 font size, '1.5' spacing
- Margin: Left 35 mm, Right 20mm, Top 35mm, Bottom 20mm
- First (preliminary) page should have the following information:

- i) Top: The Title in BLOCK CAPITALS
- ii) Centre: Full name of the student in Capital letters and Registration Number
- iii) Full name of the Guide (If any) in BLOCK letters, with the designation
- iv) Bottom: Name of the Institute (i.e. SCDL), in Block Capitals, and the Academic year

#### **6. Instructions for the preparation of the project report:**

Learners should note the following important points regarding project work:

1. The title of the project-report should not be the same as the objectives, as there can be more than one objective for a particular study.
2. Each objective will have at least one or more findings and suggestions.
3. Each objective must have relevant questions in the questionnaires and/or interview schedule.
4. Learner must ensure adequate coverage of the topic in general and objectives in particular.
5. Colored figures/diagrams/graphs/tables will add value to the presentation of the report. Every table and diagrammatic representation should have a serial number and a caption.
6. Learners should submit or show the draft of the project report to the guide (if applicable) before the final submission and make necessary changes corrections suggested by the guide.
7. Project Report should be at least 60-65 pages minimum excluding annexure

**Duly signed scanned copies of the applicable certificate to be attached with the project report**

**7. No Objection Certificate**

If the project is carried out in an organization, a certificate of the CEO of the organization or equivalent is necessary, mentioning that the organization has no objection in publishing the findings of the project study.

The name of the authority with signature and company stamp should be given at the end of the certificate. Alternatively, the certificate be given on the company's letterhead and signed by the company's authorized person.

**8 (A) FOR EMPLOYED LEARNERS**

**SPECIMEN**

**NO OBJECTION CERTIFICATE**

This is to certify that ..... (Learner's name) is an employee of our organization for past .....

We have no objection for him/her to carry out a project work titled "....." in our organization and submitting the project work and submitting it to the Director SCDL as a partial fulfillment of the .....Programme

We wish him/her all the success.

Seal of the company

Signature of the competent authority  
Of the institute / organisation

Place:

Date:

**8 (B) FOR NON EMPLOYED LEARNERS**

**SPECIMEN**

**NO OBJECTION CERTIFICATE**

This is to certify that .....(learner's name) is permitted to use relevant data/information of this organisation for his/her project as a partial fulfilment of the .....Programme

We wish him/her all the success.

Seal of the company

Signature of the competent authority  
of the institute / organisation

Place:

Date:

**CERTIFICATE / DECLARATION REGARDING ORIGINALITY**

This is to be given by the learner and the guide indicating that this project work is original and submitted for the first time.

**SPECIMEN**

**8 (C) DECLARATION BY THE LEARNER**

This is to declare that I have carried out this project work myself in partial fulfillment of the .....Program of SCDL.

The work is original, has not been copied from anywhere else and not been submitted to any other University/Institute for an award of any degree/diploma.

Date

Signature

Place

Name:

**SPECIMEN**

**8 (D) CERTIFICATE OF GUIDE**

certified that the work incorporated in this Project Report.....(Title) submitted by .....(Learner's name)is his original work and completed under my guidance. Material obtained from other sources has been duly acknowledged in the Project Report

DATE

SIGNATURE OF GUIDE

PLACE

**9. Chapterization:**

The following sequence should be followed while submitting the project report.

<b>Particulars</b>	<b>Page Number</b>
Preliminary page should have the following information: <ul style="list-style-type: none"> <li>• Top: The Title in BLOCK letters</li> <li>• Centre: Full name of the student in BLOCK letters and Registration Number</li> <li>• Full name of the Guide (If any) in BLOCK letters, with the designation</li> <li>• Bottom: Name of the Institute (SCDL) in BLOCK letters and Academic year</li> </ul>	i
No Objection Certificate (Scanned copy for online submissions)	ii
Certificate/Declaration regarding Originality/ Declaration by the Learner	iii
Certificate by the Guide (Scanned copy for online submissions)	iv
<b>Chapters</b>	
Introduction	1
Objectives and Scope	
Theoretical Perspective	
Methodology and Procedure of Work	
Analysis of Data	
Limitations	
Findings, Inferences and Recommendations	
Conclusion and your suggestions for improvement in the organisation	
Summary of the Project Report	40-50
<b>ANNEXURES</b> (if any)	I
I) References, if any II) List of Figures, Charts, Diagrams, if any III) List of Tables and Plagiarism Report	

**10. Scheme of Assessment and Evaluation of Project**

Sr. No.	Criterion for Assessment
1.	Area and topic selected for the project work
2.	Need of the project topic and statement of objectives of the project work
3.	Methodology and procedure of the project work
4.	Tools of data collection
5.	Presentation of collected data tabulation, diagrams, graphs etc.in a concise form
6.	Analysis of data
7.	Use of statistical techniques for analyzing of data
8.	Findings, inferences, their educational implications and recommendations
9.	Preliminary pages of the project report, Plagiarism report, Certificates etc.
10.	Overall impressions about the project work and its presentation in the report form

Total 100 marks are divided equally among above Criterion for Assessment.

If the project has any relevance to the existing job profile, a learner has to furnish a feedback from his/her immediate superior as to why/how the particular topic has been chosen by the concerned learner and what value it would add in general or in particular.

Students may undertake any one of the following type of project:

- (a) Comprehensive case study (covering a single organization, involving multifunctional area problem formulation, analysis and recommendations).
- (b) Inter-organizational study aimed at inter-firm comparison / validation of theory / survey of management practices.
- (c) Field study (empirical study).

The student must mention about the type of the project in the introductory paragraph of the project report.

## **11. Selection of Project Topic**

The project can be selected in various ways like

- Select a company / organization / institute concerned
- Discuss with concerned persons, your specific requirements and select the subject/topic in their consultation.
- Discuss with your faculty concerned, before making a choice of your subject/topic.
- Consult experts in the field to make a right choice of the subject
- Study various articles / news items etc. appearing in dailies, weekly, monthly magazines to look for a desired topic.
- Discussions with the relevant firm may help select a proper topic.
- A critical eye can help you spot the right topic for your project.

### **Following are the sample themes on which the students may submit the project Report**

1. Knowledge / Talent Management in Indian Organizations
2. Enterprise Resource Planning in Relation to HRIS
3. Competence Mapping and Benchmarking
4. Managing Global Work-Force
5. Motivational Theories and Employees Job Satisfaction
6. Human Resource Management (Manufacturing / Service / IT / ITES)
7. Application of Six Sigma in HR
8. Employee Potential Management in Knowledge Industry
9. HR Practices in IT & ITES Organizations
10. Employee Promotional Model
11. Human Resource Information System
12. Knowledge Management for Growth
13. Managing Global Work-Force
14. Performance Management System
15. Recruitment and Selection
16. Training and Development
17. Compensation Management
18. SWOT Analysis of HRM in Indian/Global Industry/Sectors
19. Role of HR in TQM
20. Labor Laws, Labor Relations and Grievance Handling

21. Analysis of Balanced Score Card in Organizations
22. A Study of Employee Engagement Policies
23. An Analysis of Contractual Employment in Manufacturing / Service Industries
24. A Study of Present Scenario of Employee Relations in India
25. Role of Trade Unions in Collective Bargaining
26. Role of Leadership Development in Organization Effectiveness
27. A Study of Performance Management System in XYZ organization.
28. HR Policies and Practices in Developing Organizations
29. HR initiatives in breaking down cultural barriers in global organisations
30. Managing global workforce

**Note: The above themes are only indicative. Students may prepare and submit the project report on any HR topic of their choice.**

**Please be specific while phrasing the project topic. Your project topic must be phrased out in such a manner so as to indicate the objective and scope of your work.**

### **Important instructions:**

#### **The submission of the project report shall be in soft copy only.**

Please note **Plagiarism check** is mandatory before submitting the final soft copy of project to SCDL for evaluation. In simple terms, plagiarism is copy-paste. Students can use the Free and Open Source Software (FOSS) available online for checking the same (For e.g. <http://plagiarisma.net/>). As per the UGC guidelines, similarity index should be less than 10%. The plagiarism report should be attached with the project report without which the project report will not be evaluated.

#### **• Any queries pertaining to Evaluation of Project Report:-**

The students are requested to contact SCDL within 8 -10 working days after the project report marks are reflected in performance sheet. The queries on Project report evaluation received after above said timeline will not be taken into consideration.

- The Soft copy of Project Report once submitted at SCDL will not be mailed to student.
- Students must retain one copy of the Project for future reference.

- Students are required to submit the **Softcopy** of Project Report with applicable Project Submission Fee. The fees can be paid online through Project online payment link or by Demand Draft. The D/D should be in favor of “The Director SCDL, Pune” payable at Pune and attached the D/D with duly filled Service Request Form on following address.

**Symbiosis Centre for Distance Learning  
Symbiosis Bhavan,  
1065 B, Gokhale Cross Road,  
Model Colony,  
Pune – 411 016**

The project submission link and online payment link is available under the project option in your Student Centre.

- **compress project files and other relevant documents in single .zip or .rar folder then upload single folder in your student login.**
- Handwritten Project Report will not be considered for evaluation.
- The student are required to submit individual Project Report as per the guidelines given. The preparation of Project Report as Group activity or copied shall be avoided and found if any will not be considered for further evaluation which please may be noted

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