

## **Guidelines for Dissertation on Field work**

### **(PGDISM)**

Post Graduate Diploma in Industrial Safety Management is a one year P.G. Diploma aimed at conceptual and practical skill building of the student in the field of safety management. In the partial fulfilment of the completion of the Diploma a student must undergo at least one month practical training before the diploma is awarded. During the training, the trainee will learn some practical realities of the various aspect of safety in factories and other organisations under the guidance and supervision of experienced officers from the relevant field/faculty members.

1. The minimum time requirement for training period is one month.
2. A student may go for training in firms involved in production or institutions into the various aspects of Industrial Safety, Industrial Toxicology, Environment Pollution and Occupational Health, Industrial Hazards and Accidents, Safety Legislation and Codes etc. from relevant field.
3. Any experienced officer from the relevant field is required to supervise the training.
4. Each training report must have a certificate in original from the supervisor as per prescribed format(Annexure-II). The supervisor is expected to certify the work and conduct of the student during the training and recommend the same for evaluation for the award of Post Graduate Diploma in Industrial Safety Management.
5. A complete bio-data of the supervisor must be attached in the report as per the prescribed format (Annexure-III).
6. A written report is to be prepared by the student soon after the completion of training. The report may describe the brief outcome of the practical training completed by the students.
7. The contents of the report must consist of the following:
  - i) Introduction to the Topic
  - ii) Objectives of the Study
  - iii) Research Methodology
  - iv) Analysis and Interpretation of the Data
  - v) Findings and Suggestion
  - vi) Select Bibliography/References
8. The typed report may be about 50 to 60 pages in length and must be in hardbound form in Dark green colour.
9. The title page and title cover of the report must be in the prescribed format (Annexure-1). The title cover of the dissertation must be in golden letters, so that the Title of the project should be clearly visible on the cover.
10. The dissertation on field work must be countersigned by the Director/Principal of concerned study centre with the seal in the case of student who was enrolled through the Study Centre.
11. Such report will be evaluated by the examiner out of 100 marks and will be an integral part of comprehensive viva-voce examination.
12. The report of two or more students cannot be indetical. A declaration to this effect shall be recorded by each student as per the prescribed format (Annexure-IV).
13. One copy of Report along with one soft copy in the shape of CD/DVD must be sent to the Director, Distance Education GJUS&T, Hisar by 30<sup>th</sup> April every year as per schedule/rule mentioned in the prospectus. One hard bound copy of the dissertation should be retained with the candidate so that he/she could bring it at the time viva-voce examination. The

CD/DVD must be superscribed with detail of candidates Roll no, Title and name of course with Session with permanent black Marker. The same should be pasted in plastic envelope at the inner side of the back cover of Report.

14. It is clarified that the date on which the aforesaid Report is submitted duly complete in all respect shall be considered the date of receipt in the Directorate and the late fee, if any due, on that date shall be charged.

**(ANNEXURE-I)**

**A Dissertation**

On

“.....Title.....”

(Submitted in Partial Fulfillment of the requirement of P.G. Diploma in Industrial Safety Management)

Supervised by:  
Name of Supervisor

Submitted by:  
Name of the Candidate  
Enrolment No.

Designation  
Organisation

Directorate of Distance Education  
Guru Jambheshwar University of Science & Technology,  
HISAR (Haryana)  
Session:- \_\_\_\_\_

**(ANNEXURE-II)**

**CERTIFICATE**

This is to certify that Mr./Ms. \_\_\_\_\_Enrolment No. \_\_\_\_\_ has worked under my supervision to prepare his/her dissertation of field work on ”\_\_\_\_\_”. The work embodied in this report is original and was conducted at \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_. The work has not been submitted in part or full to this or any other University/ Institution for the award of any degree or diploma.

His/her work and conduct during the training period under my direct guidance was satisfactory and is recommended for evaluation for the award of PG Diploma in Industrial Safety Management.

Date : \_\_\_\_\_

Signature of Supervisor(with name & seal)

Name:

Designation:

Organisation/Institution

Countersigned by Director/Principal  
Of Study Centre (with name & seal)

(Annexure-III)

**FORMAT FOR RESUME OF SUPERVISOR**

1. NAME : \_\_\_\_\_
2. DESIGNATION : \_\_\_\_\_
3. QUALIFICATION : \_\_\_\_\_
4. AREA OF SPECIALISATION: \_\_\_\_\_
5. EXPERIENCE : \_\_\_\_\_
6. OFFICIAL ADDRESS : \_\_\_\_\_
7. TELEPHONE NO. : \_\_\_\_\_
8. MOBILE NO. : \_\_\_\_\_
9. E-MAIL : \_\_\_\_\_

Date: \_\_\_\_\_

I have supervised Mr./Ms. \_\_\_\_\_

Enrolment No. \_\_\_\_\_

On the topic “ \_\_\_\_\_ ”

(Signature of Supervisor)

(with seal)

**(Annexure-IV)**  
**DECLARATION**

I, “\_\_\_\_\_” hereby declare that the Dissertation on field work entitled “\_\_\_\_\_” is my original work and neither identical report has been prepared by me nor the same has been produced elsewhere for publication purpose to get any award of Diploma/Degree from any other institution/ University in India or Abroad.

Place : \_\_\_\_\_

Date : \_\_\_\_\_

Name of Student (with signature)

Enrolment No. \_\_\_\_\_

Session \_\_\_\_\_