

## **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 Training Report should be simple tape binding with chart paper cover. Hard/spiral binding will not be accepted.
9. The Training Report should be limited upto 50-60 pages with printing on both sides on A-4 size paper preferably with 1.5 line space.
10. The title page of the report must be in the prescribed format (Annexure-1).
11. 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.
12. Such report will be evaluated by the examiner out of 100 marks and will be an integral part of comprehensive viva-voce examination.
13. The report of two or more students cannot be identical. A declaration to this effect shall be recorded by each student as per the prescribed format (Annexure-IV).
14. One copy of Report 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 copy of the dissertation should be retained with the candidate so that he/she could bring it at the time viva-voce examination.
15. 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

Designation

Organisation

Submitted by:

Name of the Candidate

Enrollment No.

Directorate of Distance Education

Guru Jambheshwar University of Science & Technology,

HISAR (Haryana)

Session:-\_\_\_\_\_

**(ANNEXURE-II)**

**CERTIFICATE**

This is to certify that Mr. /Ms. \_\_\_\_\_ Enrollment 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 Industry 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. \_\_\_\_\_

Enrollment 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)

Enrollment No-

Session \_\_\_\_\_