

**GUIDELINES FOR ESSAY/PROJECT OF  
M.A/ M.S.W / M.COM 4TH SEM STUDENTS 2021  
(ADM.BATCH- 2015 TO 2019 ALL R&B)  
(PRINT OUT MATERIALS WILL NOT BE ACCEPTED)  
(HARD COPY SUBMISSION IS NOT ALLOWED)**

**This Guideline is to facilitate the Students for preparing the Project Report during  
the Pandemic Period of Covid-19.**

- All students have to scan the hand written Essay.
- M.A HISTORY/ ODIA/ POL.SC / PUB.ADM / ENGLISH / HINDI / SANSKRIT/ ECONOMICS students have to write the Essay Only.
- M.A (EDUCATION/ MSW/SOCIOLOGY /M.COM Students are free to write Essay or Project.
- Students have to Upload the Essay/Project in PDF format (Size maximum 8MB) within **07/09/2021 up to 11.59 P.M** in the student's portal.  
(link:<http://studentpanel.ddceutkal.ac.in/>)
- **THE STUDENTS PORTAL WILL BE OPEN FOR UPLOADING ESSAY / PROJECT FROM 01.09.2021**
- **A student will prepare TWO Essays.**
- **Each Essay must be written within a word limit of 5000 words.**
- **PRINT OUT MATERIALS WILL NOT BE ACCEPTED.**
- **HARD COPY SUBMISSION IS NOT ALLOWED.**
- A student needs to write the Essay in A4 Plain/Rolling Paper. The write ups should cover the entire page.
- Use of different colours must be avoided.
- Students are advised to use **Black ball point pen only.**
- Declaration is to be given in the first page as the following:  

**(Declaration: I \_\_\_\_\_ bearing my Enrolment No/Roll No \_\_, do hereby declare that the Essay /Project papers submitted by me for the partial fulfillment of the requirement of MA/MSW/M.COM 4<sup>th</sup> Sem is written in my own handwriting)**
- Student need to mention Name, Roll No., Subject in the top of each page.
- Page number must be given at the bottom of each page.

## **STRUCTURE OF THE ESSAY /PROJECT:**

- Introduction of the Essay/Project Topic.
- Relevance of the Essay/Project Topic.
- Importance of the Topic.
- Review of the Literature.
- Objective of the study.
- Research Methodology
- Topic analysis of the data.
- Findings, Conclusion and suggestions.
- Bibliography.
- Tables, Graphs and Diagrams- the essay must contain Diagrams with tabular and graphical representations.
- For the essay/Project topics please visit the following link [http://ddceutkal.ac.in/Download\\_Essay\\_Guideline.asp](http://ddceutkal.ac.in/Download_Essay_Guideline.asp)
- A student may also select any topic related to his subject as per the present scenario apart from the topic provided in the website.

**Sd/  
DIRECTOR (I/C)  
DDCE, UTKAL UNIVERSITY**