

Contents of the Projects

- Topic
- Review of Literature
- Justification for selecting the Topic

- Objective

- Methodology:
 1. Study Area
 2. Sample Size
 3. Sampling Techniques
- Tools & Techniques
- Data Analysis
- Data Interpretations

- Conclusions

- Suggestions

- References

- Annexures

Project on

(Session --20-- -- 20--)

Candidate

Supervisor

Name of the Institute

Logo of CBHI

Address of CBHI

Declaration

I, _____, participant of the Medical Record Officers Training course in the session 20-- -- 20-- at of Safdar Jung Hospital, New Delhi / JIPMER, Pudicherry conducted by Central Bureau of Health Intelligence, DGHS, Ministry of Health & Family Welfare, New Delhi is submitting my Project work on " _____ " which is the original work done by me.

Signature of the Candidate

(_____)

(Session 20 - 20)

SJH/ JIPMER

CERTIFICATE FROM THE INSTITUTE

This is to certify that the project titled " _____ " is undertaken by Mr/ Ms _____, a trainee of MRO for session 20--
- 20-- and conducted at _____ under my guidance and supervision.

Signature of the Supervisor

(Name: _____)

Designation with office stamp

Acceptance Certificate

This is to certify that MR/Ms _____ trainee of Medical Record officer Training course has submitted his/her project report on " _____ " for the session 20-- - 20-- and his/her work is found satisfactory.

Signature of the MRD I/C

(Name: _____)

Designation with office stamp

Signature of the CMO I/C/ Addl MS

(Name: _____)

Designation with office stamp

Acknowledgement

Contents

S. No.	Topic	Page No.
1.	Introduction	
2.	Review of Literature	
3.	Justification for selecting the Topic	
4.	Objectives	
5.	Methodology X	
5(a)	Study Area	
5(b)	Sample Size	
5(c)	Sampling Technique	
6.	Tools & Technique	
7.	Data Analysis	
8.	Data Observations & Interpretations	
9.	Conclusion	
10.	Suggestions	
11.	References	
12.	Annexure	

Introduction: (Total 5 Pages)

- About the Institute (including Aims & Objectives)
- About the MRD of Institute with Aims & Objectives
- About the Project Work done at respective Centre/Institute.

Review of Literature: (Total 5-10 Pages)

Justification for selecting the Topic: (3/4th Page)

- Problems and reasons for selecting /picking up of the topic

Methodology (Tools and Technique): (15 - 20 Pages)

- Source of Data (1 Page)
- Sample Size (1 Page)
- Data collection

Data Analysis (15 – 20 Pages)

Data Interpretations & Observation (1 – 2 Pages)

Conclusion: (1 - 2 pages)

Suggestions: (1 - 2 pages)

References: (1 page)

Annexure: (1 - 5 pages)

General Instructions about the Project Report

- | | | |
|--|---|---|
| 1. Total No. of Pages of the Project Report | : | 40 - 60 |
| 2. Font | : | Arial |
| 3. Font Size | : | 12 |
| 4. Spacing between the Lines | : | 1.5 |
| 5. Paper Size of Report | : | A4 |
| 6. Binding of the Report | : | Spiral / Hard |
| 7. Last Date of Submission of Project Report | : | 15 th June / 15 th December |
| 8. Viva | : | Last week of June / December |

Note:

1. Last date of submission of Project Report will be 15th June/15th December every year and the Viva on project will be in that last week of June/December of the year. However, in an exceptional case with justified reason(s) one week grace period can be granted for the submission of Project Report.
2. In case any Trainee submits his / her Project Report after the grace period, he/she will be allowed to appear for project Viva in the next session/batch (i.e. after 6 months) along with the next MRO batch.
3. If in any case, the Project Report is rejected, he/she can appear for Project Viva in the next session/batch (i.e. after 6 months) along with the next batch of MRO after resubmitting the Project Report.
4. The trainee ^{has to} will submit the Project Report in Triplicate (i.e. ~~6~~ Three copies)