

15-01-2021

PROFESSIONAL WRITING AND ACADEMIC INTEGRITY• Project Proposal:

→ What is a proposal?

Proposal is an important document. Donors will decide to finance your project or not from what they read.

Any proposal should show thoughtful planning.

→ Identify the Project Idea:

Do your pre planning and stakeholder analysis. Look at possible funding and local resources. Your pre planning should include: Community demand, needs identification by expert and available resources.

→ Good Ideas:

1. Make sure there is a genuine problem and one that you can solve.
2. Two - Step approach.
  - a) First define your project thoroughly and using a participatory approach.
  - b) Then adapt your project proposal according to the targeted donor.

3. Use Logical Frameworks:

Problem → Solution → Sustainability

Problem → Outcomes → Means.

→ Proposal Structure:1. Executive Summary:

It is the first part that is read. It can be used by the donor to communicate to others about your project. What do you propose to do? Where? Why? For whom? With whom? For how long?

2. Presentation of the organization:

To establish credibility and image of a well managed organization that meets critical needs in its area of work.

It should not be too long. Should include, who are you? Philosophy, mandate? History and significance, expertise in addressing the problem. 69



Organisational support, Structure, Appointments / Accreditations / Linkages

### 3. Project background:

Who took the initiative? Does the project fit into an existing plan? Is this the first phase of the project, or continues an activity already started? If continuing, what have been the previous phase results? Who else operates in this field?

### 4. Problem Statement:

Unless donors are convinced that there is a real problem, they will not agree to pay for our project!

It should concern people, be concrete, Solvable, Come from a demand, be an emergency or priority.

It should describe the scope and size of the problem, what are the immediate causes? What are the underlying causes? What are the effects? How does it affect people? Why does it have to be addressed? Why now and not later?

### 5. Goals and Objectives:

Describes the long term goals your project will contribute to. Describes the objective of your project in response to the core problem. Describes the outputs - the concrete results of your project.

### 6. Beneficiaries:

Clearly identify direct and indirect beneficiaries:

- Direct support to target group.
- Indirect benefits to others.
- How many? Where? Characteristics?

Specify how and at what stage they will be involved in the project.

### 7. Proposed Methodology:

Partners, Project Implementation, Activities, Risks and assumptions, Means. Shows how objectives will be achieved.

Divides main partners and other partners.

Provide background information: Goals / Philosophy? Area of intervention? Relationship with beneficiaries? Cooperation track record?

What will be done? How? By whom? Where? By when?

Risks are external factors that could potentially jeopardise your project and are beyond your control.

Assumptions are things you are expecting to be a certain way.

Human Resources: Explain the responsibility and tasks of each key person in the project.

Justify the need for adequate personnel.

### 8. Budget:

Budget spreadsheet, explanations and justifications.

Prepare it using your action plan, don't inflate the budget. Carefully follow donors requirement, divide your budget into years.

### 9. Monitoring and Evaluation:

Monitoring is to assess whether your project activities are on track.

Evaluation is to assess whether your project is effective, efficient, has an impact, is relevant and sustainable.

### 10. Sustainability:

Institutional, Technical, Socio-cultural, and Financial.

Donors want to be sure that their investment will not be lost at the end of the project and that you are already planning the phasing out of the project.



## 11. Annexes / Appendices:

Glossary, Maps, Statistics, policy documents, history of registration and tax benefits for donors, Financial Statement, Composition of Board of Directors, List of major donors, Annual Report, specific studies, Letters of Support, Pictures etc. Slides, etc.

### → Proposal Package:

#### 1. Cover Letter:

Use letter head, mention project title, purpose, amount requested, contact person and list of attached documents.

#### 2. Project Proposal:

Title page with logo, table of Contents, executive Summary, detailed proposal, Annexes.

#### 3. Requested attachments:

## • Flowchart:

It is a type of diagram that represents an algorithm, workflow or process, showing the steps as boxes of various kinds, and their order by connecting them with arrows.

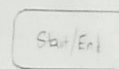
The two most common types of boxes in a flow chart are:

1. A processing step, usually called activity, and denoted as a rectangular box.
2. A decision, usually denoted as a diamond.

### → Symbols of Flow Chart:

#### 1. Terminator:

Represented as Circles, ovals or rounded rectangles, usually containing the word "Start" or "End", signalling the start or end of a process.



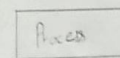
#### 2. Arrow:

Shows the flow of control. An arrow coming from one symbol and ending at another symbol represents that control passes to the symbol the arrow points to.



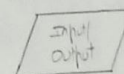
#### 3. Processing:

Represented as a rectangle. It is used to represent an event which is controlled within the process.



#### 4. Input/Output:

Represented as a parallelogram. Represents material or information entering or leaving a system.





## 5. Decision:

A decision or branching point.  
Lines representing different decisions  
emerge from different points of  
the diamond.

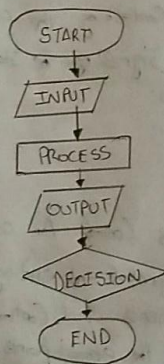


### → Types of Flow Chart:

1. Program Flowchart:
2. System Flowchart:

#### 1. Program Flowchart:

It shows the sequence of instructions in a program or  
subroutine. These instructions are followed to procedure <sup>for</sup> the needed  
output.



## • Précis Writing:

A précis is the shortened form of a passage. It is a miniature  
replication of the original passage.

It is a process of Condensing a passage to its main points.  
It expresses the theme of the passage as briefly as possible.

### → Uses of Précis:

It is useful in grasping the ideas of a passage, extract, book.  
It aids concentration when reading a passage that has to be  
summarized. It improves writing skills and teaches the quality of  
expressing much in few words.

### → Guidelines:

Read the passage a number of times so as to gain an understanding  
of the passage.

Select a suitable title or heading for the passage.

The title must reflect the theme of the passage.

Using essential points, an outline of the passage may be formed.

### → Guidelines followed during writing:

1. A rough draft is written using the outline formed.
2. The essential points must appear in a logical sequence.
3. Avoid using words and sentences from the original passage.
4. Avoid words like, "In my opinion", "I believe that", etc.
5. The précis must be written in simple and unambiguous language.
6. It must be written in the past tense, indirect speech and third person.
7. Ensure the length of the passage/précis is one third of the original passage.
8. Check for spelling mistakes, grammar and errors in punctuation.
9. Write the final draft and include a title or heading.



## • Note Making:

Note making is an important reading skill. It involves the identification of main idea or governing thought, supported by relevant data and specific information.

Notes are usually made to report a speech or dictation while listening to refer back to it in a desired way.

### → Essential Characteristics of Notes:

1. They are Short: They are written in key words or phrases and not in sentences.
2. Complete Information: The notes should contain all the important points or information.
3. Use of Short Forms: To save time and labour, popular or own abbreviations and symbols are used.
4. Logical: They are in a logical and natural order, under relevant headings and sub-headings for easy and quick reference.

### → How to Make Notes:

Before making notes, read the passage at least thrice. This helps in identifying the main points and their sub-points and arranging them.

Note making is the essential skill to put a great deal of information in a few words in an intelligible form and including all its essential points.

- I. Suggesting a Title.
- II. Finding the Main Points.
- III. Finding the Sub-points.

### → How To Write Notes:

You must write your notes in proper note-form as given below,

I First write the Title and then the notes in logical order using figures and letters to show main headings and sub-headings as given below.

Main - heading: I, II, III etc.

Sub - Heading - 1, 2, 3 etc.

Sub-Sub-heading - a, b, c etc.



18.07.2021

## PROPOSAL WRITING ASSIGNMENT

Q. Write a proposal on improving <sup>Sports</sup> facilities in your college.

Soln:

### A PROPOSAL ON IMPROVING SPORTS FACILITIES FOR THE COLLEGE

Submitted to  
The Chairperson  
SRM Institute of Science and Technology  
Kattankulathur - 603203

Prepared by  
Dr. R. Padmanabhan  
Head of Department of Physical Education.

#### A Proposal for Improving Sports Facilities for the College

##### PURPOSE:

Sports facilities are not just for apartment complexes, community recreation centers and hotels. On-Campus sports facilities must and should be available to benefit colleges and universities in countless ways and make a huge impact on the communities around them.

##### OBJECTIVE:

An improvement in the sports facilities to help the students and faculty members likewise to not only focus on academics but also on health. An investment in this facility will likely increase the productivity of the members of the college and help them be even more efficient.

#### EXECUTIVE SUMMARY:

1. Project Title: Improving Sports Facilities in College
2. Name/Designer of the Proposal: Dr. R. Padmanabhan; HoD, Phys Ed.
3. Duration of Project: 2 months
4. Amount Required: Equipment Rs 8 Lakh  
Labour: Rs 2 Lakh  
Rs 10 Lakh.

#### STATEMENT OF THE PROBLEM:

The institutes present sports facilities are not up to a mark to allow the college members to make full use of it.

#### TECHNICAL PLAN:

It is proposed to refurbish already existing sports field in addition, install new sports equipments for a more diversified crowd.

S.No	Purpose	Estimated Cost (In Lakhs)	Justification
1	Labour	1.5	For refurbishing existing facilities.
2	Labour Equipment	0.5	Labour Staff
3	New Sports Equipments	6	For a better and diversified experience.
4	Equipment Installation	2	Adjustments for new equipment in already existing fields.

#### MANAGEMENT PLAN:

The installation and adjustment of the overall project would



be done by a Contractor. Caught from outside the College. A management staff from the Institute's Physical Education department would take over the responsibility of maintaining and overlooking after the work is done. Other faculty members will take turns and help as support.

COST ESTIMATION: A sum of Rs. 10 Lakh is required to establish this proposal.

#### CONCLUSION:

The aim of improving sports facilities is to help all College members participate, benefit and reap the rewards of sports. It can also help students explore various interests and accelerate the names of our Institute.

#### Paraphrasing Techniques:

They are tactics used to rewrite something in a different way. Used to clarify meaning and shorten a longer statement but keep the main ideas.

1. Change from a Clause to a Phrase (or Vice versa).
2. Change from Direct Speech to indirect Speech (or Vice versa).
3. Change from active to passive voice (or Vice versa).
4. Change to Synonyms.
5. Change Word Forms.

Ex for 1: After he studied, John took a nap.  
After studying, John took a nap.

Ex for 2: Mr. Lee said, "I am ready for lunch."  
Mr. Lee said he was ready for lunch.

Ex for 3: A hotel employee will carry your bags.  
Your bags will be carried by a hotel employee.

Ex for 4: Your luggage will be picked up by a bell boy.

Ex for 5: John is an accurate typist.  
John types accurately.