

GUIDELINES AND TIMELINES FOR SYNOPSIS / PROJECT REPORT

You are requested to submit your Synopsis /Project Report as per following time frame.

Project Work(Minor and Major) - June 2018	
Synopsis Submission (ONLINE ONLY)	Last Date: 31 March 2018
Synopsis Resubmission in case of the synopsis rejected after the last date of Submission.	15 April 2018
PROJECT REPORT Submission(Reappear Fee of Rs 1000 is applicable in case the student is other than who enrolled in July 2016 for Major project.	Last Date 30 June 2018
No Project Viva	
Project Result	25 Aug 2018

Note: Project Viva is Not Applicable for Project .

1. The synopsis link is open in the SIS account of all the students.
2. The last date for submitting the synopsis is 31st March 2018.
3. The reappear fee of Rs. 1000/- is applicable at the time of submission of project report for those students whose synopsis has been missed/ rejected/have failed in the project. (It is applicable for both minor and major projects). Online payment window is available in SIS account till 15 June 2018.
4. Last date for submitting the project report is 30 June 2018. Send the Hard Copy on the following Address:

Project Division
Institute of Management Technology (CDL)
A-16, Site -3 UPSIDC Industrial Area (Near RajNagar Extn. Crossing)
Meerut Road , Ghaziabad (U.P)
India
(Note: Do not forget to attach a DD of Rs.1000/- in favor of IMTCDL payable at Ghaziabad in case of reappear student)
5. It is in the interest of the student to submit synopsis at the earliest .It is beneficial to the students as it gives them a sufficient window to prepare a good project.

PROJECT SYNOPSIS GUIDELINE

Project synopsis provides an outline of the project work to be undertaken by the candidate. Once you have selected a suitable topic (related to your specialisation area), defined the problems and outlined the manner in which the project study is to be conducted, the next step is to prepare the project synopsis. This synopsis should be submitted ONLINE to IMT-CDL, Ghaziabad, through your **Student Information System (SIS)** login, for approval before you begin working on the Project. The synopsis will be scrutinized by the faculty of IMT-CDL to ensure that it follows the

guidelines. Evaluated project synopsis will be available in your SIS Login. It is advised that you submit your Synopsis as early as possible so that you can resubmit the same with modifications, if it is rejected, within the timelines mentioned.

THE PROJECT SYNOPSIS SHOULD COVER THE FOLLOWING:

Title of the Project : You can select any topic related to your specialization. For more information please visit website www.imtcdl.ac.in and download the "Project Guidelines"

Company Profile: You have to choose an organisation for your project work. This should preferably be your own or any other organisation in the vicinity. In any case, it would be one where you have access to information and opportunity to discuss your ideas and views with the executives working there. The project outline and its formulation must be freely discussed with those who are responsible for similar activities in the organisation you have selected for your project work.

Statement about the problem - Having taken your first step it is important that you define the problem correctly. Problem definition has to be clear in terms of nature, size and scope of the project. These have to be stated in terms which are quite tangible and specific.

Objectives and scope of the study - Reasons for selecting the topic have to be explained along with the applicability or usefulness of the project idea. What contribution the project can make in the selected organization or in similar situations should be identified and stated.

Methodology – It is necessary to explain the criteria for selection of sample size if survey is to be undertaken. Statistical methods that would be used for the same should be mentioned. Methods that would be used for classification and interpretation of the data, that has been collected by you, should be identified and mentioned.

Questionnaire - In case you propose to collect the data through a questionnaire, then the questionnaire should also accompany the synopsis. Please note it is not mandatory to submit questionnaire as some Studies/Projects may not be based on survey through questionnaire, especially in specializations of Systems and Operations.

Chapterization Scheme – A brief outline of the chapters to be included in the project report should be formulated and stated sequentially.

Project Guide – Project Guide selected by the student should be an expert preferably a post graduate in the relevant discipline with a minimum of five years of work experience.

PLEASE NOTE:

1. Project work should be undertaken only after your project synopsis is 'Approved' or 'Approved with Modification' by the Expert Committee.
2. Ensure that the modifications (in case they are suggested in the evaluated Synopsis) are included in the Project Work and Project Report.
3. In case the synopsis is 'Approved with Modification' you are not required to re-submit synopsis, however include the modifications suggested in the evaluated Synopsis, in the Project Work and Project Report.
4. Take a print out of the project synopsis that is 'Approved' or 'Approved with Modification' and attach along with the Project Report.
5. In case you want to clarify any doubts related to the topic of your Project Work, you can email your queries to the concerned faculty whose name and email id is mentioned at the end of your evaluated synopsis.
6. In case the final comment of evaluated synopsis is 'Rejected' you have to resubmit the synopsis (after modifying it) within the timeline of that semester and if the timeline is over then in the next semester.

PROJECT REPORT GUIDELINE

After completing collection and analysis of data you can start writing the Project Report.

- **The Project Report should cover the following:**
- **Table of contents:** Also called INDEX, the table should provide the title of all chapters (with page numbers) major subdivisions and appendices. The table should also indicate the commencing page numbers of the preface, the bibliography.
- **Preface and Acknowledgments:** In case you have taken help from a person or a source in any form such as in the collection of data, facilities for interviews or references to records, in connection with your project you should acknowledge this under the title acknowledgments.
- **Copy of your project synopsis that is 'Approved' or 'Approved with Modification'**
- **Main Report:** Your main report should follow the chapter scheme you had indicated in your synopsis.

GENERALLY THE SEQUENTIAL PRESENTATION SHOULD BE AS FOLLOWS:-

Chapter-I : Introduction of the Problem: This chapter should provide a background of the problem, and what is proposed to be investigated. The significance of the problem, the objectives and the scope of the study and the contribution and impact your study will make should be elaborated. A brief description of the organisation where you have conducted the project should be provided.

Chapter-II : Theoretical Perspective: This chapter should give an overview of the theoretical concepts related to the problem under study. You should refer to the current status of research in the area and major findings thereof. These should bring out the necessity for a study of the kind you have undertaken and the approach you intend to follow.

Chapter-III : Methodology: This chapter should describe in detail the steps followed in completing the study. If you have done a sample survey, the basis of sampling, its size etc. should be discussed. The sources of primary and secondary data must be stated and the way you have processed the data should be elaborated.

Chapter- IV, V VI Onwards: Presentation of the relevant data and analysis and discussion thereon form the main body of the report. Develop your argument logically to build your theme, presenting data wherever necessary. Decide the distribution and the number of chapters required; keep appropriate balance in the size of the chapters, and avoid uneven coverage.

Last Chapter - Conclusions and Recommendations

Bibliography: A bibliography is a list of published sources consulted during the course of project work and normally includes all work listed in the text and text notes. The bibliography can be listed in alphabetical order or split into two separate list each covering books and articles.

Style of Citation : Follow the APA style of references. For detail refer:

<http://www.apastyle.org/learn/quick-guide-on-references.aspx>

example :

For a passing reference to a website in text, the URL is sufficient; no reference list entry is needed.

Gussie Fink-Nottle has set up a discussion forum for newt fanciers (<http://gfnnfg.livejournal.com/>).

However, when you are citing a particular document or piece of information from a website, include both a reference list entry and an in-text citation. The key to creating the reference list entry is to determine the type of content on the web page. Basically, provide the following four pieces of information:

Author, A. (date). Title of document [Format description]. Retrieved from <http://xxxxxxxxx>

Size of the Project Report: Depending upon the problem and data, a project report should be covered between 60 to 100 pages (double space). Project Report can be either spiral bound or hard bound.

For more details download “Project Guidelines” from website www.imtcdl.ac.in

An acknowledgement letter from the e Project Guide, preferably on the letterhead of the company of the Project Guide, stating that the project work undertaken is authentic and satisfactorily conducted under his guidance has to be attached with the Project Report. An illustrative example of the certificate is given.

CERTIFICATE

This is to certify that ----- a student of IMT – CDL Ghaziabad has completed **Minor/ Major** project work on ----- under my guidance and supervision.

I certify that this is an original work and has not been copied from any source.

Signature of Guide -----

Name of Project Guide -----

Please send Project Report with a photocopy of approved synopsis in an envelope marked as PROJECT REPORT to IMT - CDL.

Address:

**16-A, Site-3, UPSIDC Industrial Area, Meerut
Road, Ghaziabad - 201 003
Phone No(s):0120- 3015465.**

Note: Must mention the Subject code on the Packet.

Kindly retain receipt if submitted personally or POD (proof of delivery) if synopsis is sent through courier.