



GUIDELINES FOR THE PREPARATION OF DISSERTATION SYNOPSIS

The following guidelines and format of the synopsis that must be submitted after having chosen the subject matter and topic of the project work. The students are advised to strictly follow the guidelines and format while giving a strong emphasis of the goals of the Dissertation to be achieved.

- 1. Title of the Dissertation/Topic – (Related to the domain of the study)**
- 2. Introduction including background of proposed study- (200 Words Approx.)**
- 3. Review of literature (--- Words Approx.)**
- 4. Problem statement - (--- Words Approx.)**
- 5. Need for the research – what prompts you to do the research? (--- Words Approx.)**
- 6. Objectives –** there may be so many dimensions to the research problem, but one may not have enough resources or time to study all dimensions. So, one list the objectives to, in fact, draw the boundary for the research work.
- 7. Research methodology:** - Explains Method, tools, etc. for the study (--- Words Approx.)
- 8. Sources of data –** Primary or secondary or both the kinds of data may be used. What could be the probable sources of the secondary data applicable to the research?
- 9. Sampling –** in case primary data is to be collected, the technique of collection needs to be explained (--- Words approx.)
- 10. Expected outcome of the study (--- Words Approx.)**
- 11. Bibliography**



Notes:

Guide selection criteria:-

- *The Industry Guide must be technically qualified.
- *Minimum Qualification as BE/B Tech/M Com/CA with 5 years' post degree work experience in related field.
- *Preferred Guide Qualifications as MBA/CFA with 2 years' post degree work experience in related field.

Topic Selection Criteria:-

Topic should be management based and related to your course of the study. Technical and engineering based topics would be rejected.

Synopsis submission must contain:-

- *The student shall write everything in his own words. Use MSWord, 12 Point Times New Roman font, single Column. Approximately one-inch margin on each side of the page be maintained.
- *Give illustration and tables wherever appropriate.
- *The synopsis has to be signed by student and endorsed by respective guide (first Page).
- *The synopsis must be accompanied by the CV of the Guide (without his contact details) for approval. Scan of Letter of Acceptance (Follow Appendix-III given in Dissertation guidelines) has to send along with synopsis.
- *The student shall periodically (fortnight for internal or monthly external projects) submit a progress report to the guide. The guide shall make a record of progress report submitted. 7. The Dissertation shall be evaluated by an independent expert.
- *Format of letter of acceptance given below for your ref.

On Company letter head

Guide Name, Designation, full contact details.

Company name & Address

Subject:-Willingness for Guiding Dissertation of _____ (Student Name) _____ (Registration No. _____).

Dear Sir,

_____ (Student Name) _____ is registered for (Program name), with the University of Petroleum & Energy Studies, Dehradun in _____ batch.



I hereby give my acceptance to guide the above student through the Dissertation work 'Titled', which is a mandatory requirement for the award of EMBA degree.

Thanking You

Yours Sincerely