Synopsis / Project Guidelines
(For Projects related to HR Specialization)

Step I – An Introduction

Why Projects?

Learning through practice is a very good way of crystallising in your mind what you may have learnt. A management level post graduate course is of no use if you are unable to apply theoretical knowledge in practical scenarios. Project work is one such tool. It enables you to apply your conceptual knowledge in a practical situation and to learn the art of conducting a study in a systematic way and presenting its findings in a coherent report. A proper application towards this exercise should help you in your professional life.

The Project:

A project is a scientific and systematic study of real issue or a problem intended to resolve the problem with application of management concepts and skills. The study can deal with a small or a big issue in an organization, the problem can be from any discipline of management. The essential requirement of a project is that it should entail scientific collection, analysis and interpretation of data leading to valid conclusions.

The Topic:

Selection of Topic:

1. The ability to develop a good research topic is an important skill. When deciding on a topic, there are a few things that you will need to do:

    a. Brainstorm for ideas

    b. Choose a topic related to your major specialization that will enable you to read and understand the literature

    c. Ensure that the topic is manageable and that material is available

    d. Define your topic as a focused research question

    e. Research and read more about your topic

    f. Formulate a Synopsis

Final Project Report key point to take care of:

1. *Reviewing and Formatting:*

While writing and presenting a report, take care of minor matters as this will make it more professional. Badly edited reports with grammatical errors and wrong punctuations give a very poor impression. A well written and carefully corrected one holds the interest of the reader. Well-spaced pages with proper headings, margins and tables are inviting (Details as below). It is necessary to review and revise your draft report before you give to the final typing. Also show it to your guide and obtain his comments and suggestion for changes where necessary.

2. *Size of the Project Report:*

Depending upon the problem and data, a project report should be covered between 100 to 150 and each chapter should have following weightage:

a. Introduction   15 – 20%

b. Review of Literature   20-25%

c. Sampling, Data Collection and Tools of Analysis   8 – 10%

d. Results & Discussion   40-45%

e. Summary and Conclusion 10-15%

f. Bibliography   1-2%

g. Limitations of Study   1 -2%

3. *Formatting:*

Each page must be typed in one side, leaving a margin of 1" from all sides. The font type should be Times New Roman having size of 12 with one and a half space between lines.

Note: Students will bring all original filled-up questioner and master data analysis sheet during their appearance for viva-voce.

2. Be aware that selecting a good topic may not be easy. Topic must be narrow and focused enough to be interesting, yet broad enough to find adequate information. Before selecting your topic, make sure you know what your final project should look like.

The topic of the project is very important. It should be very well defined and should not be vague at all. For example, in case you wish to determine the level of satisfaction amongst the employees of an organization with regard to the HR policies followed by the company, then you topic should NOT be like: "Employee Satisfaction Survey". Your topic should then read like: "A Study to determine the level of Satisfaction with HR policies amongst the employees of XYZ Ltd.". In other words, the topic should be both brief and yet self-explanatory.

The topic needn't be extraordinary or extremely simplistic in its outlook. The project is designed to test and supplement your knowledge and as such, it should be of interest to you and related to your current field of study or work as this will help you to gain more understanding from the project.

The Project needs to be conducted in a corporate scenario and as such, the topic must be chosen from an actual organization, preferably your own, but you may also choose to conduct the project at any other organization to which you may have access via your acquaintances.

However, you must keep in mind that the topic should be relevant to the organization under study and that it should be able to generate useful and relevant data.

Key Guidelines:
1. You have full liberty to select any topic, as long as it pertains to their discipline.
2. The Topic should be selected from your MAJOR area of specialization. In case of dual specialization any one of the areas of specialization can be selected.
3. Project work should preferably be concerned with your organization or any other organization in your vicinity.
4. It should try to resolve the problem assessed in your project work.

Formulating Objectives:

Selecting the topic is just the first step in the process. Formulating the objectives and determining the scope of the project are the most important steps that will determine the eventual outcome of your project. Your objectives should be brief and to the point and be relevant to the title of the project and the expected outcomes of the project.

The scope determines the context of the project and its boundaries and as such, is of equal importance to the objectives laid out. It should again be brief and explicit while maintaining its relation with the project.

You must keep in mind that the objectives are your guidelines for the project and you should have realistic and realisable objectives. Do not put down objectives like – "Determining the scale of the problems of attrition in the BPO sector". This objective would take you an inordinate amount of time to accomplish properly. Instead have a focused and narrow approach by stating – "To determine the potential reasons for attrition at XYZ Co. Ltd.".

The Conduct:

Choosing the topic is a major step, but the actual conduct of the project will determine not only your performance, but also the amount of learning that you would be to derive from the same.

Once the topic has been chosen, you then need to ensure that the methodology of conducting your project and the tools that you will apply need to be in sync with the topic at hand and that using them will not be too difficult for you. Even simple tools like a questionnaire and the analysis of the subsequent data collected in excel would give you a lot of understanding, if used properly.

Again, please keep in mind that we are looking for original work and effort. Your project should not just be based upon research from the internet and a subsequent printout. Projects based entirely on secondary research shall not be accepted. Some primary research shall have to be conducted.

The Project Guide:

You are required to attempt the project under the guidance of a person either within the industry or the domain of management education. This guide may be either an officer of the company under study or a suitably qualified acquaintance.

The choice of the guide is important since it is the guide who would be your primary source of knowledge about the topic at hand and/or the company under study.

The guide would also help you to gain deeper understanding as you go along with the project and their help should be sought with gusto.

The guide should be well qualified and preferably be in a middle-senior managerial role with a Post Graduate level qualification. Try and avoid choosing guides who are not directly involved with either the company or the topic under study.

The guide would also need to provide a certification towards their consent to your project and the originality and quality of your research. The format is available in **Annexure I** and may not be modified unless it is imperative to do so. This format needs to printed out on the letterhead of the company and signed by your guide. A copy of the needs to be attached with the synopsis and the original should be attached with the report.

Step II – Preparation

    A.   The Project Synopsis:

In order for us to be able to judge with accuracy the direction you are proceeding in and provide suitable inputs as required, a synopsis of the project is required to be submitted and subsequently approved by expert(IMT-Faculty Member) before you should attempt the project.

The synopsis is, as the name suggests, a brief summary of the project and a sort of a roadmap to the project as a whole. This exercise will help you as well as this will help to crystallize your ideas with respect to the project and thus, put you on the right track.

Kindly try and avoid moving ahead with the project before the synopsis has been evaluated by expert(IMT-Faculty Member) so that in case any changes are suggested, they can be easily incorporated in the project.

The synopsis, however, should not be very brief. It is required to give the evaluator a fair idea of what you are trying to and going to be doing with your project, so, as such, it is an important component for you.

Guidelines for Preparing a Project Synopsis:

1. **Title of the Project:** You can select any topic related to your Major Specialization. For more information please visit website www.imtcdl.ac.in and download the "Project Guideline"
2. **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.
3. **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.
4. **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.
5. **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. Questionnaire that would be used to undertake the project work should be prepared and sent along with the synopsis. Methods that would be used for classification and interpretation of the data should be identified and mentioned.

6. **Questionnaire:** In case you propose to collect the data through a questionnaire then the questionnaire should also accompany the synopsis. Questionnaire should be scale of four/five level.
7. **Chapterization Scheme:** A brief outline of the chapters to be included in the project report should be formulated and stated sequentially.
8. **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. It is necessary to send a brief resume of the project guide signed by the guide. If the resume of project guide is not attached, your synopsis can be rejected summarily.

Methodology:

Methodology put simply, means the way in which you would be going about with your project as whole. It is in complete relation to your stated objectives and would ideally include details like the mode of conducting your research, your target audience, your sample size, your target area, details on the books and journals you would be referring to and a list of the various tools that you would be using in order to analyze the data you have collected. To simplify, the process of data collection can be broken down into two parts:

Part 1 – **Primary Data**
This would be basically all data that you would be collecting yourself and not referring to other textbooks or online resources. You would use questionnaires, interviews and such tools to gather this data. This data needs to be gathered in person by you. Your project report will analyse this data.

Part 2 – **Secondary Data**
This includes all data that you gather during your research from existing textbooks and online resources. This would typically be restricted to a background survey about the company under study, theoretical foundations of the topic at hand and general information about the environment in relation to the topic.
(You must be careful that your method does not give rise to a whole lot of irrelevant data)

Methodology Page Sample:

    1. Sources of data –
        a. Primary – questionnaires/interviews etc

      b. Secondary – Reference books and specific websites, not simply
          www.google.com or www.wikipedia.org (the entire list of references
          should be given)

2. Type of research - quantitative / qualitative, exploratory / descriptive / causal
3. Target audience/respondents (people whom you would contact for answers)
4. Sampling plan - sample selection method, sampling frame used (if any)
5. Sample size (total number of filled up responses you expect to get)
6. Type of survey - personal, telephonic, mail-intercept etc.

B. The Project Report:

Once you have done the analysis of your data or have logically put together your case, you can get on with the task of writing the Project Report. The project report is a formal presentation of your work and effort and as such, it should be highly polished in nature and well detailed.

It needs to be structured and organized logically and in sequence so that your work is depicted in a highly professional manner as befitting a budding manager. Avoid adding any irrelevant data for the sake of bulking up the report. It is a waste of your time and effort. The report needs to be focussed and precise while having all relevant and necessary data.

Outline of the Project Report:
A detailed outline of the index and key components of a project report are provided in Annexure II.

Important Point:

Please note that your observations need to be based upon the data you have collected and the recommendations should in turn be based upon the observations and would need to be in line with the research objectives you had outlined earlier. Please avoid general industry level observations here. They should be focussed upon the company you have surveyed.

Your conclusions should not be just a summary of the project, but should show how much you have achieved with relation to the research objectives of the project. They should be relevant, crisp and logical.

Guidelines for Preparing a Project Report:

Chapter-1: Introduction
This chapter should provide a background of the problem and what is proposed to be investigated. The significance of the problem, the objective and the scope of the study and

the contribution and impact your study will make should be elaborated. A brief description of the organization where you have conducted the project should be provided.

Chapter-2: Review of Literature

A review of Literature must be done from management journals. You may review the abstracts of the topic of your interest and select about 10 to 15 abstracts in addition you may narrow down to any 2 or 3 Full length articles which may help you to work on your project. When you write text of the chapter of review of literature, the name of author and the year of publication must appear in the content chapter of review of literature wherever you have mentioned text of literature review.

Chapter-3: Sampling, Data Collection and Tools of Analysis

The sample Size should be at least 10% of the population size and the minimum number of respondents in a sample should be 50.

The primary data should be collected by the questionnaire method. All questionnaires to the respondents should be coded and properly filled-up. All questionnaires must have respondents name, designation, Organization name, Address and mobile no's. (Please ensure to bring all filled up questionnaire during the time of presentation and Viva-voce. These filled-up questionnaires will be examined by the examiner during Viva-Voce).

You must mention various statistical tools viz. univariate statistical tools or bivariate statistical tools or multivariate statistical tools or any other business related analytical tools etc. applied for the analysis of your data. Also reflect the various formulae of these applied tools.

Chapter-4: Results & Discussion

Presentation of the relevant data and analysis and discussion thereon form the main body of chapter. Develop your argument logically with the help of charts, figures and tables to build your theme, presenting data wherever necessary. Only include those parts of a table in the chapter which are relevant to the arguments, the details can be in the appendix. Spend more time on the central issues, giving them importance, clarity and emphasis. All issue treated in the same manner dilute a report. All figures number must be in Arabic numerals at the base of figure and all table must be numbered in roman numerals at the top of table left aligned.

Chapter-5: Summary and Conclusion

While writing the summary lay emphasis in brief manner on only very significant results which you derived in the Chapter-5. You may also mention the impact of your research for the organizations you have studied as well as if further research required in the area.

Chapter-6: 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. Follow APA style (www.apastyle.org) for writing the references as reflected in the guidelines.

Chapter-7: Limitations of Study
Report must also mention the various limitations you had come across during survey and preparation of this report.

Chapter-8: Appendices and Annexures
 Appendices are listed alphabetically e.g. Appendix-I Appendix-II etc. and contain the table and data collection for the study .They are not included in the main chapters but referred to in the discussion and interpretations. Appendices are placed after the last chapter on summary conclusions. Annexures are numbered numerical e.g., Annexure-II etc. in roman numerals and contain such supporting information which through not collected as primary and secondary data, yet is relevant in discussion and for easy reference.

Final Project Report Key Points to Take Care Of:

1. *Reviewing and Formatting:*
    While writing and presenting a report, take care of minor matters as this will make it more professional. Badly edited reports with grammatical errors and wrong punctuations give a very poor impression. A well written and carefully corrected one holds the interest of the reader. Well-spaced pages with proper headings, margins and tables are inviting (Details as below). It is necessary to review and revise your draft report before you give to the final typing. Also show it to your guide and obtain his comments and suggestion for changes where necessary.
2. *Size of the Project Report:*
    Depending upon the problem and data, a project report should be covered between 100 to 150 and each chapter should have following weightage:

a. Chapter-1: Introduction	15%- 20%,
b. Chapter-2: Review of Literature	20%-25%,
c. Chapter-3: Sampling , Data Collection and Tools of Analysis	8%-10%,
d. Chapter-4: Results & Discussion	40%-45%,
e. Chapter-5: Summary and Conclusion	10%-15%,
f. Chapter-6: Bibliography	1%-2%,
g. Chapter-7: Limitations of Study	1%-2%,

3. Formatting:

Each page must be typed in one side, leaving a margin of 1" from all sides. The font type should be Times New Roman having size of 12 with one and a half space between lines.

Note: Students will bring all original filled-up questionnaires and mater data analysis during their appearance for viva-voce.

Step III – The Process

Steps:

Step I – Select a suitable topic, prepare synopsis and submit it to IMT - CDL, Ghaziabad website www.imtcdl.ac.in in your sis account.

Step II – Once the approval is received you can start project work. Thereafter **project report** should be prepared and sent to IMT - CDL, Ghaziabad.

Step III – After submission of your project report you will be called for **viva voce**.

The Process in Brief:

The project should be conducted, as far as possible, with a set process in mind as this will help you to maintain focus and proceed smoothly.
A sample process is outlined below for your reference:

1. Determining the methodology
2. Sampling
3. Preparing the Questionnaire or list of questions for interviews (as applicable)
4. Pilot study or pre-testing of the questionnaire
5. Administering the questionnaire or conducting the interviews (as applicable)
6. Processing the data collected for ease of analysis
7. Analyzing the data collected using appropriate tools
8. Determination of the results and recommendations (if any)
9. Preparation of the report

Applicable Dates and Timelines:

The following **dates** should be adhered to under all conditions:
(These dates are indicative only; please refer to related notifications provided on the website to work out your applicable dates)

Last date for submission of the PROJECT **SYNOPSIS**

For January Semester -	1st week of January to 15thMarch
Resubmission-	18th March to 15th April
For July Semester -	1st week of July to 15th September
Resubmission-	18th September to 15th October

Last date for submission of the PROJECT **REPORT**

    For January Semester -   1st to 31stMay

                                 1stto 15thJune with late fee of Rs 1,000/- (DD in favour
                                 of IMT-CDL and payable at New Delhi)
    For July Semester -   1st to 30thNovember

                                 1stto 15thDecember with late fee of Rs 1,000/- (DD in
                                 favour of IMT-CDL and payable at New Delhi)

Submission Formalities:

Your project synopsis should be submitted online only at www.imtcdl.ac.in in your SIS
account.

Your project report should adhere to the following:

   1. Cover Page: (Annexure IV)
            a. The cover page on the bound copy of the report should indicate.
            b. The title of the report. It would be short and written in capital letters. If
               necessary, it should be followed by an explanatory subtitle.
            c. The name of the student and enrolment number
            d. IMT-CDL in expanded form
            e. The date of submission
An illustrative example of the cover page is given in Annexure V.

   2. Formatting of the report is very important.
   3. Size should be about 60-100 pages and it should be typed out and arranged
      properly in manner that encourages the reader.
   4. You need to prepare two copies of the report, one being submitted to IMT-CDL
      and the other being retained by you and brought at the time of the viva-voce.
   5. A copy of your approved synopsis should also be attached with the final report.

   A detailed list of the attachments and appendages of the report are mentioned in
   Annexure VI.

Key Points to Remember:

1. The Project Work undertaken should be authentic and should contribute towards the development and growth of the subject. If the Expert Committee feels that the Project Work undertaken does not appear to be authentic or does not contribute towards the growth of the subject or that it has been merely copied from some source, the Institute has the right to reject the Project Work summarily. In that case, the student may be asked to resubmit the Project.

2. 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.

3. Do not try to bluff with either your methodology or the conduct of your project as this will be a waste of your effort. Be as honest as you can. The project is being evaluated not just for its quality but the primary emphasis is on knowledge enhancement.

4. Kindly retain receipt or POD (proof of delivery)/ receiving receipt if Project Report is mailed or sent through courier or submitted personally.

5. For viva-voce, the following points need to be kept in mind:
   a. Kindly carry approved synopsis in original and a copy of project report.
   b. It is mandatory to bring identity card issued by IMT - CDL for viva voce.
   c. Time required for viva voce cannot be laid down. It can last from 15 to 30 minutes or even 45 minutes depending upon the particular case.
   d. Sample Evaluation Criteria is provided in Appendix VII.

Step IV – Annexures

I. <u>Format for certificate of project guide</u>

<div style="border:1px solid black; padding:10px;">

CERTIFICATE

This is to certify that Ms Shagun Warsi, a student of IMT – CDL Ghaziabad has completed project work on "Status and Prospects of Food Processing industry in India" 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 -----------------------------------
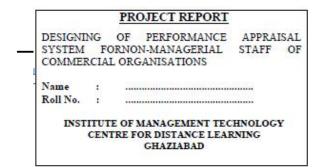
Date ----------------------

</div>

II. <u>Outline of the Project Report</u>

1. Cover Page (Annexure VII)
2. Table of contents (with page numbers, major subdivisions and appendices)
3. Preface & Acknowledgements
4. Executive summary
5. Main Report (broken up into the following chapters)
   a. Introduction to the problem
   b. Theoretical Perspective
   c. Methodology
   d. Project relevant data
      i. Data collected
      ii. Data analysis
      iii. Findings and Conclusions
      iv. Recommendations (if any)
   e. Limitations of the project
6. Appendices & Annexures (with page numbers)
7. List of References

III Proforma for Submission of Project Report

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                    PROFORMA

          (To be sent alongwith Project Report)

Name _____
 (In Block Letters)
Enrol. No. _____
Choice of Venue for Viva-Voce (Tick any one of
the following venue)
  1.  IMT, CDL, Ghaziabad
  2.  IMT,CDL, Kolkata -1
  Mobile No. _____
  Check List

  1.  Photocopy of approved synopsis
  2.  Photocopy of evaluation sheet (if attached
      with synopsis) from IMT - CDL
  3.  Photocopy of identity card issued by IMT –
      CDL
  4.  Acknowledgement letter from Project Guide
Designation & Office Address _____

Date of submission -----------------------
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IV. Example of Cover Page of Project Report

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                  PROJECT REPORT

DESIGNING   OF   PERFORMANCE   APPRAISAL
SYSTEM   FORNON-MANAGERIAL   STAFF   OF
COMMERCIAL ORGANISATIONS

Name    :    .........................................
Roll No.  :    .........................................

      INSTITUTE OF MANAGEMENT TECHNOLOGY
         CENTRE FOR DISTANCE LEARNING
                  GHAZIABAD
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V. List of Attachments with Project Report

  1. Copy of Approved Synopsis
  2. Certificate from Project Guide (In Original)
  3. Copy of CV of Project Guide
  4. Copy of Questionnaire Administered
  5. Copy of I-Card

VI. Evaluation Criteria

A.	**Written Report (60)**	
	Choice of subject/Title	5
	Clarity about objectives scope and coverage of the study	10
	Design of the study and methodology, Review of earlier work/literature available for the subject, data collection primary, secondary : questionnaire used where applicable, field work	10
	Analysis and Interpretation of data : Data Processing technique (manual/computer) quantitative OR other tools made use of.	10
	Innovative technique/approach to problem solving	10
	Finding of Research Study; recommendations, suggestions, policy issues	05
	Report writing and presentation; languages, composition & chapter scheme.	05
	Usefulness of the Study; applicability in business/industry, in decision making/system development.	05
	Viva-Voce (40)	
B.	Identification of the problem. Clarity about objectives, scope and coverage of the study	10
	Ability to discuss the report design, methodology instruments used literature connected with the report, data quality analysis and interpretation findings and recommendations	10
	Depth of the subject and conceptualisation of the key areas after completing the project work	10
	Linking the Report Recommendations with project objectives and how far these have been achieved	05
	Draw back in the report if any and general comments	05

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