



Regional College of Polytechnic रीजनल कॉलेज ऑफ पालीटेक्निक

योजना आयोग, भारत सरकार तथा निर्माण उद्योग द्वारा स्थापित **CIDC** की सहयोगी संस्थान
Partner Institute of CIDC New Delhi, Established by Planning Commission, Govt. of India

GUIDELINES FOR PREPARATION AND SUBMISSION OF PROJECT REPORT

OBJECTIVE

The objective of the project work is to develop the skills of Thinking, Reasoning, Enquiring, Analyzing, and Treatise (TREAT) on business or economic institutions or on issues or problems relating to business or economy, “think” conceptually, “reason” logically, “enquire” thoroughly, “analyze” scientifically and make the “Treatise” (i.e. a systematic report). And that is the work expected of you.

PROJECT TYPES

The project may be of any one of the following types:

- (i) Institutional Studies (in-depth study of an institution or institutions).
- (ii) Issue or Problem based studies (Systematic study on a chosen business or economic issues or problem).

ELIGIBILITY AND NORMS FOR PROJECT GUIDE

- Any faculty member in the Department of Technology/ Engineering/ Management Studies of Colleges/ Universities offering Post-Graduate program in Management/ Commerce/ Corporate Secretary ship.
- Corporate executives holding Masters Degree in Technology or allied disciplines and having a minimum 5 years of experience in the relevant area.

GUIDELINES FOR STUDENTS

1. The students are advised to select guides who are academicians/ business executives in the relevant area of selected topic.
2. The title chosen should be of current interest, socially relevant, economically significant and related to business.
3. The candidate has to get the consent of the Project Guide in the prescribed format (Performa enclosed) and submitted to the **College Office**, before commencing the Research work.
4. Each project report must adequately explain the research methodology adopted and the directions for future research.
5. The length of the report may be about **60 to 100 pages**. (about 10,000 to 12,000 words)
6. The project should be neatly computerized in double space, on one side and in **A4 size Bond Paper** only.
7. The project must be **Card-board Bound**, Lamination Sheet. (**Spiral binding and other forms of binding will not be accepted**).
8. The project must be submitted in **Two Copies** duly forwarded by the Guide, to the **College Office**.



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9. The candidates have to submit their dissertation / project before commencement of their respective examinations.

10. The projects submitted not in the format prescribed will not be accepted for evaluation.

11. The project shall be evaluated by the University and Viva-voce Examination conducted at exam centre.

FORMAT OF THE PROJECT

The project should be of the following format:

1. Front Wrapper Cover Page
Title, Name of the Candidate (Enrolment No.), Name of the Guide, University Name (with emblem) and Place, Month and Year of submission. (Refer Annexure- I)
2. Title Page (Refer Annexure-II)
3. Declaration of the Student (Refer Annexure- III)
4. Certificate of the Guide (Refer Annexure-IV)
5. Organization's Letter
6. Acknowledgements
(The candidate may thank all those who helped in the preparation of project.)
7. Contents
8. Project Objective's
9. Introduction
10. Research Methodology
11. Main Body of the Project
(This is core aspect of your project giving in detail your project work. The project may be divided into 4 to 5 Chapters with suitable Titles, the first Chapter being introduction and the last being Conclusion. List of Tables)
12. Tables if any, with Table No., Title of the Table and Page Number, be listed and given after table of contents.
13. List of Figures
Figures if any, with Figure No., Title of the Figure and Page Number, be listed and given after list of tables.
14. Findings
15. Suggestions/ Conclusions & Recommendations

Reference Section

After all Chapters are presented, Appendices are included.

Appendix I : Copy of the Questionnaire or Schedule (Give full copy of the Questionnaire or Schedule, if any used)

Appendix II : Bibliography (Give full list of Books, Reports, Journals and Newspapers referred in alphabetical order under respective headings)

Format of Front Page and Title Page **Annexure-I**

Project Heading:

.....

.....

Project Submitted to the CIDC & Assam University, Silchar in partial fulfillment of the requirements for the award of the Diploma of

Diploma in Civil Engineering

Submitted by;

(Name)

(Registration Number)



ASSAM UNIVERSITY, SILCHAR

&



CONSTRUCTION INDUSTRY DEVELOPMENT COUNCIL

Project Guide

(Name of the Guide
with qualification details)

Partner Institute

**REGIONAL COLLEGE OF POLYTECHNIC
Lucknow (U.P.)**



ASSAM UNIVERSITY, SILCHAR
And



CONSTRUCTION INDUSTRY DEVELOPMENT COUNCIL

Diploma Engineering

BONAFIDE CERTIFICATE

This is to certify that Mr./Ms.....

Bearing roll No.-.....has satisfactorily completed the field training project work in MECHANICAL ENGINEERING under AUS-CIDC Diploma Program for the year which is a compulsory requirement for the award of Diploma.

Project Guide

Academic Head

Date:

Record of Submission

Name of the Candidate :.....

Registration No. :.....

Examination Centre :.....

Signature of Supervisor :.....

Signature of CIDC Training Coordinator :.....

Annexure-III

DECLARATION

I hereby declare that the project entitled “**(Project Topic)**” submitted for the M.Tech/ B.Tech / Diploma Engineering is my original work and the dissertation has not formed the basis for the award of any diploma, degree, associate ship, fellowship or any other similar titles.

Place:

(Name)

Date:

Signature of the Student