

GUIDELINES FOR THE PREPARATION OF SYNOPSIS for DISSERTATION

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 formats indicated below, 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- (300-400 Words Approx.)**
3. **Review of literature.**
4. **Problem statement – (Max 100 words)**
5. **Need for the research – What prompts you to do the research? (100 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.
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.
10. **Expected outcome of the study (200 Words Approx.)**
11. **Bibliography**

Notes:

Guide selection criteria:-

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

Topic Selection Criteria:-

Topic should be management based and related to your domain 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 for approval.
- *A scan copy of Letter of Acceptance (follow Appendix-I) has to be sent along with the synopsis.

APPENDIX-I

Format for “Letter of Acceptance” of Guide

On Guide’s Company letter head

Guide Name, Designation, Full contact details.

Company name & Address

Subject:-Willingness for Guiding Dissertation of (Student Name) (SAP ID. 5000_____).

Dear Sir,

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

I hereby give my acceptance to guide the above student through the Dissertation work ‘Titled: _____’, which is a mandatory academic requirement for the award of the MBA degree.

Thanking You

Yours Sincerely