

PROJECT GUIDELINES FOR SMU FINAL SEMESTER MBA/MCA/MSc IT STUDENTS

Points to be Followed:

To proceed with the project work, it is important to select a right topic and right organization, where you will get required information for the successful completion of the project work.

DO'S

- Prior to selection of the title, approach the organization of your interest with the authorized introductory letter from our institution.
- Collect the consent letter from the organization, where you will do your project.
- Along with the consent letter submit three topics and title of the project of your own choice.
- The topic must be related to the specialization group, you have opted for.
- For selection of the topic you can consult your external guide/concerned faculty member.
- After the confirmation of the topic, submit the synopsis within a week to the institute.
- The synopsis contents should consists of Introduction, aim & objective, methodology, analysis, conclusion & recommendation / bibliography.
- The synopsis submitted should be of 10 pages minimum in A4 size paper.
- Two copies of synopsis should be submitted in computerized form.
- The project work must be undertaken in a company and it should be original in nature.
- The project work should be designed in such a way that, it would be useful to the organization.
- The project report must be of 120-150pages and the text pages should be printed on one side of the paper preferably with 1.5 spacing.
- Do submit your project in specified time period.
- As per the university norms submit one copy of your project report to the institute along with two CDs (one for office purpose and other for University)

DON'Ts

- Do not involve yourself in any indisciplinatory action in the organization.
 - Do not deviate yourself from instructed guidelines.
 - Don't ever try to get the project related information from your friends / any other resources.
-

Format of the Report :

- The full content of the report must be hard bound together so that the pages cannot be removed or replaced.
- The cover of the report must contain, title, name of the candidate, the award and the year of submission.(refer annexure A)
- Page numbers at the bottom of the each page. Margin should be 2” on the left and 1” on the right.
- Please use separate index sheets for all chapters should start from a new page.
- The declaration must be duly signed by the student(Refer annexure B).
- Report must contain all the necessary documents such as. Certificate of the University study center. Company certificate, declaration, acknowledgements, table of contents etc.

For further clarification and information pertaining to your project work, feel free to contact Mr.Niranjan Panigrahi (DO)/ Course Co-ordinator.

Best of Luck!!!