

	Course Title: PROJECT WORK-II		
	Credits (L:T:P) 0:2:4	Total Contact Hours: 78	Course Code: 15CE66P
	Type of Course: Project	Credit : 03	Core/ Elective: Core
CIE -25 MARKS	(5 TH SEMESTER)	SEE- NO	
CIE -25 MARKS	(6 TH SEMESTER)	SEE-50 MARKS	

Pre-requisite: All courses of Civil engineering Programme & Inter disciplinary courses.

COURSE DESCRIPTION

The project is offered to the students in order to inculcate innovation attitude and develop skills. A group of minimum four to maximum of 6 students work as a team for major project work.

Course objectives

The objective of the project is to develop capabilities, among the students, for a comprehensive analysis of implementation of Good Hygienic Practices in conducting investigation and report writing in a systematic way and to expand students understanding on the subject.

1. Plan and work out an action plan in a team for completion of a civil engineering problem
2. Instil students with skills of curiosity, initiative, independence, reflection and knowledge transfer which will allow them to manage new knowledge in their professional careers.
3. Provide students with quantitative and qualitative tools to identify, analyze and develop opportunities as well as to solve Civil Engineering problems;
4. Develop students' ability to think strategically, and to lead, motivate and manage with teams.
5. Develop students' written and oral communication competencies to enhance Technical effectiveness;
6. Enhance students' appreciation of the values of social responsibility, legal and ethical principles, through the analysis and discussion of relevant articles and real time projects.

Course Outcome Upon successful completion of this course, students will be able to

Course Outcome		CL	Linked PO	Teaching Hrs
CO1	To reflect upon and explore problems in depth, to develop informed technical decisions to tackle them, with skills of curiosity, initiative, independence, reflection and knowledge transfer and to demonstrate ability to pursue new knowledge necessary to share their expertise in civil engineering arena.	R/U/Ap/ Ay/C/E	1 to 10	30
CO2	Appreciate the values of social, legal and ethical responsibility principles, through the analysis and discussion of problem and real time projects & will become lifelong learners, of the skills and competences necessary to successfully contribute.	R/U/Ap/ Ay/E/C	1 to 10	28
CO3	Prepare documents in team and enhance his written and oral communication presentations.	R/U/C/E	1 to 10	20
Total sessions				78

Programme outcome Attainment Matrix

Course	Programme Outcome									
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
	Basic knowledge	Discipline knowledge	Experiments a practice	Engineering Tools	Engineer and society	Environment & Sustainability	Ethics	Individual and Team work	Communication	Life long learning
PROJECT WORK	3	3	3	3	3	3	3	3	3	3

Level 3- Highly Addressed, Level 2-Moderately Addressed, Level 1-Low Addressed.

Method is to relate the level of PO with the number of hours devoted to the COs which address the given PO.

If $\geq 40\%$ of classroom sessions addressing a particular PO, it is considered that PO is addressed at Level 3

If 25 to 40% of classroom sessions addressing a particular PO, it is considered that PO is addressed at Level 2

If 5 to 25% of classroom sessions addressing a particular PO, it is considered that PO is addressed at Level 1

If $< 5\%$ of classroom sessions addressing a particular PO, it is considered that PO is considered not-addressed.

ROAD MAP FOR THE PROJECT

1. Carry out a session or a seminar from the project committee / Programme coordinator with the help of Innovation club / Industry Institute Interaction (I I I) cell) for directing the students to identify project areas in any of their interested field, and even it may be of interdisciplinary. Power point presentation in seminar should include detail description of course, Project report formats, developing personnel writing skills.
2. The students shall form their own batch not less than 4 and maximum 6 and get registered with project coordinator through Project Proposal Proforma (Appendix 7). Students should take the approval from the project committee for the project.
3. After approval student should assign to the project guide in the beginning of 5th semester.
4. Project should be finalized within a month (before first CIE) in the 5th semester.
5. The types of project may include:
 - a) Field study (empirical study).
 - b) Statistical and case studies
 - c) Experimental investigation,
 - d) Computational work,
 - e) Data collection and its analysis,
 - f) Design oriented.
 - g) Comprehensive case study (problem formulation, analysis and recommendations),
 - h) Comparison of practices/ validation of theory/ method of testing, survey of quality Management practices

The project should be challenging but manageable within the resources and time available.

6. Projects already conducted in Survey camp should not be repeated.
7. Projects of estimation of building should not be considered in as it appears in the student activities.
8. Students should undergo reviews for three times in 5th semester **during the internal assessment** and three times in 6th semester **during the internal assessment**. Time table for

IA should include project review; each review should be evaluated for 25 marks and average of 3 should be taken for both 5th and 6th semester.

9. The IA marks will be evaluated based on oral presentation and assessment by the internal guide.
10. Real time problems, Industry related problems, should be chosen and it is a Responsibilities of the project committee / Programme coordinator/ Innovation club / I II cell to choose the appropriate project and to accept the Project Proposal through Proforma (Appendix 7).
11. **Identification of Topic:** The selection of topic is of crucial importance. It should be decided based on your understanding of the study, in the field and interest. The topic should be discussed with the Project Coordinator. It should be in harmony with your areas of interest and the specialization of the project supervisor. It is always better to identify a micro topic to remain focussed and complete the project on the time and with in the budget and resources. The topic should be clear, directional, focussed and feasible.
12. An outline of your project proposal from your end & synopsis will initiate a dialogue between you and your Project coordinator who will then help you to work on the chosen topic and report.
13. Student are advised to select project coordinator who are active professionals in the relevant area of the selected topic may be of any Programme/ Interdisciplinary/ other Institution/Industry approved by project committee/Innovation club/ I II cell.

Course Assessment and Evaluation Scheme for 5th semester

	What		To whom	When/Where (Frequency in the course)		Max Marks	Evidence collected	Course outcomes
Direct Assessment meth	CIE	IA	Students	(Average of three reviews)	Review 1	25	1. Project Synopsis. 2. Plan & Schedule 3. Presentation hand outs	CO1, CO2, CO3
					Review 2		1. Project progress file 2. Schedule 3. Presentation	
Reviews 3	1. Project report 2. Presentation							
				(All review should be conducted during the IA and should be reflected in IA time table)				
	SEE	End Exam		End of the course		No SEE for 5 th semester only CIE		
Indirect Assessment	Student Feedback on course		Students	Middle of the course		Feedback forms		CO1 Delivery of course
	End of Course Survey			End of the course		Questionnaires		CO1 to CO3 Effectiveness of Delivery of instructions & Assessment Methods

*CIE – Continuous Internal Evaluation

*SEE – Semester End Examination

Project Review Committee should consists of

1. Head of the Department
2. Staff members of the Department
3. Representative from Innovation Club of the Polytechnic/ Industry Institute Interaction Cell.

All students of 5th/ 6th Semester should compulsorily attend each Review Proceedings of the meeting should be maintained in the department and shown during I.A. Verification.

Stages of Project Review in 5th Semester

Review	Activity
I Review	Presentation of (a) Project Synopsis, (b) Methodology of work to be carried out
II Review	Literature survey/ Presentation on visit to study area/ Industry
III Review	Collection of Preliminary data related to Project work

Stages of Project Review in 6th Semester

Review	Activity
I Review	Presentation on (a) data collected, (b) processing of Data (c) Experimental work conducted , (d) Finalisation of contents of the project
II Review	Presentation on (a) Results,(b) Discussion of Results (c) Conclusions Submission of Draft copy of Project Report
III Review	Final Project Presentation and submission of Project Report

List of Documents to be produced during All the three REVIEWS in V semester (During CIE)

Document 1. Project Proposal Proforma. (Appendix 7) All the items should be filled. The signatures of student, coordinator, III cell (Industry Institute Interaction cell) Coordinator/ Program coordinator should be present. Approval of I.I.I coordinator/Program coordinator through discussion is mandatory for choosing the **appropriate** project.

Document 2. Project Synopsis. (Appendix 6) The synopsis should clearly state the objectives and research methodology, sampling, instruments to be used, limitations if any, and future direction for further research. Both Guide and student should sign on the Project Synopsis. What are-

a) The methodology you intend to adopt to carry out your study – tools and techniques to be used, if any;

b) Project involves any field work

Document 3. Promising Certificate of Originality(Appendix 5) should be filled. The signatures of student

Document 4. Plan &Schedule- Planning &Schedule should be re-scheduled for every submission.

Document 5. Presentation hand outs on past present and future activities to be carried out in a project

Note:

a) All signatures should be accompanied by the date of signature.

b) **Re-submission of Project Proposal:** In case of non-approval of the proposal the comments/suggestions for reformulating the project will be communicated to the student. In such case the revised project synopsis should be submitted with revised project proposal proforma and a copy of the rejected synopsis and project proposal proforma bearing the comments of the evaluator.

List of Documents to be produced during All three REVIEWS in VI semester (During CIE)

1. **Literature survey**
2. Planning & Schedule should be re-scheduled
3. **Presentation of past, present & future progress of the project**

List of Documents to be produced during SEMESTER END EXAMINATION

Final REVIEW

1. **Project report**
2. **Presentation of project**
3. **Comments** of the project guide on the project work (not more than 1 page)

I.CIE ASSESSMENT FOR FINAL REVIEW(VI semester)

1. **Literature survey** **05 Mark**
2. **Planning & Schedule** 05 Mark
3. **Presentation of past, present & future progress of the project** **15 Mark**

25 Marks

J.SEE ASSESSMENT:

1. **Project report** **10 Marks**
2. **Presentation of project** **25 Marks**
3. **Comments of the project guide on the project work (not more than 1 page)** 15 Marks

50 Marks

Course Assessment and Evaluation Scheme for 6th semester:

	What		To whom	When/Where (Frequency in the course)		Max Marks	Evidence collected	Course outcomes
Direct Assessment meth	CIE	IA	Students	(Average of three reviews)	Review 1	25	1. Literature survey 2. Plan & Schedule 3. Presentation hand outs Project report	CO1, CO2 CO3
					Review 2			
Reviews 3								
	SEE	End Exam		End of the course		50	Project report / Presentation / Project Model	CO1,CO2,C O3
Indirect Assessment	Student Feedback on course		Students	Middle of the course			Feedback forms	CO1Deliver y of course
	End of Course Survey			End of the course			Questionnaires	CO1 to CO3Effectiv eness of Delivery of instructions & Assessment Methods

*CIE – Continuous Internal Evaluation *SEE – Semester End Examination

Note: I.A. test shall be conducted for 20 marks. Average marks of three tests shall be rounded off to the next higher digit.

**GUIDELINES AND FORMAT FOR PREPARING PROJECT REPORT
FOR V/VI SEMESTER
DIPLOMA IN CIVIL ENGINEERING**

1. ARRANGEMENT OF CONTENTS:

The sequence in which the project report material should be arranged as follows:

1. Cover Page (see Appendix 1)
2. Title Page (see Appendix 2)
3. Bonafide Certificate (see Appendix 3)
4. Certificate (see Appendix 4)
5. Abstract (see Appendix 4)
6. Table of Contents
7. List of Tables
8. List of Figures
9. List of Photographs
10. List of Graphs
11. List of Abbreviations and Nomenclature
12. List of Symbols,
13. Chapters
14. References
15. Appendices

Each project report must adequately explain the research methodology adopted and the directions for future research in chapters. The project report should also contain the following: Copy of the **Approved Project Proposal** Proforma and Synopsis. **Promising Certificate of originality** duly signed by the student.

2. PREPARATION FORMAT:

Cover Page & Title Page – A specimen copy of the Cover page & Title page of the project report are given in **Appendix 1& 2**.

Bonafide Certificate – The Bonafide Certificate shall be in double line spacing using Font Style Times New Roman and Font Size 14, as per the format in **Appendix 3**.

The certificate shall carry the PROJECT COORDINATOR signature and shall be followed by the name, academic designation (not any other responsibilities of administrative nature) department and full address of the institution where the coordinator has guided the student. The term **‘PROGRAMME COORDINATOR’** must be typed in capital letters between the coordinator’s name and academic designation. Project coordinator may be of same **Programme**, or **Interdisciplinary** or **other Institution** or from **Industry**.

Abstract – Abstract should be one page synopsis of the project report typed single line spacing, Font Style Times New Roman and Font Size 12.

Table of Contents – The table of contents should list all material following it as well as any material

which precedes it. The title page and Bonafide Certificate will be listed in the Table of Contents but the page numbers of which are in lower case Roman letters. One and a half spacing should be adopted for typing the matter under this head. A specimen copy of the Table of Contents of the project report is given in **Appendix 4**

List of Tables – The list should use exactly the same captions as they appear above the tables in the text. One and a half spacing should be adopted for typing the matter under this head.

List of Figures, graphs, Photographs – The list should use exactly the same captions as they appear below the figures in the text. One and a half spacing should be adopted for typing the matter under this head.

1. The figures, photographs and tables occurring in a chapter may be serially numbered as Fig. 1.1, 1.2 etc., where the first digit represents the chapter, the second digit represents Figure number.
2. The photographs may be represented as Photo 1.1, 1.2 etc., the first digit representing chapter and the second digit represents Photograph number.
3. The tables may be represented as Table 1.1, 1.2 etc., the first digit representing chapter and the second digit represents table number.
4. The graph should clearly indicate the points, which are used for drawing the curve or curves.
 - a. All the letters in the graphs should be written with stencils.

List of Symbols, Abbreviations and Nomenclature – One and a half spacing should be adopted or typing the matter under this head. Standard symbols, abbreviations etc. should be used.

List of Equations – All the equations used in the thesis should be properly numbered chapter wise [eg. Eq.3.1 or eq.3.1 or 3.1 or (3.1)]. The equations shown should be clearly referred and identified as Eq. or eq. followed by equation number. Repetition of the equations should be avoided. If needed, it may be referred by its number. Equations should never be mixed up with main text. It should be shown as separate object and Equation Editor can be used.

Chapters

The following is suggested format for arranging the project report matter into various chapters, each chapter may be further divided into several divisions and sub-divisions:

1. Introduction
2. Exhaustive Literature Survey/Review of Literature
3. Define the problem.
4. Body of project (Developing the main theme of the present investigation project work)
5. Results and Discussions
6. Conclusions
7. Future Enhancements / Recommendations
8. Summary

Body of the project may include – (Design/ Input Data/Structure/Questionnaire/Analysis/Solution/Sampling/Tools/Techniques/ Processing and Analysing Data)

Each chapter should be given an appropriate title. Tables and figures in a chapter should be placed in

the immediate vicinity of the reference where they are cited. Footnotes should be used sparingly. They should be typed single space and placed directly underneath in the very same page, which refers to the material they annotate.

Arrangement of Paragraph in a Chapter:

1. Each paragraph in a chapter should be properly numbered for example, 2.1, 2.2 etc., where first digit represents the Chapter Number and second digit the paragraph number. There is no need to indicate the number for the first paragraph in a chapter.
2. Sub-paragraphs, if any indicated as 1.1.1, 1.1.2 etc. i.e. first digit representing the chapter, the second representing the paragraph and third representing the sub-paragraph.

Don't underline the headings or subheadings or side heading. Instead use the bold letters.

Appendices –Appendix showing the detailed data, design calculations, derivation etc, Appendices are provided to give supplementary information, which is included in the main text may serve as a distraction and cloud the central theme. Appendices should be numbered using Arabic numerals, e.g. Appendix 1, Appendix 2, etc. Appendices, Tables and References appearing in appendices should be numbered and referred to at appropriate places just as in the case of chapters. Appendices shall carry the title of the work reported and the same title shall be made in the contents page also.

Bibliography or List of References– References should be numbered from 1st chapter to the last chapter in ascending order and should be shown in square brackets. The bibliography list should be made strictly in alphabetical order of the name of the authors. The listing of references should be typed 4 spaces below the heading **REFERENCES** in alphabetical order in single spacing left – justified. The reference material should be listed in the alphabetical order of the first author. The name of the author/authors should be immediately followed by the year and other details. A typical illustrative list given below relates to the citation example quoted above.

[Chapter]Author Name, 'Title of the book or paper', Publisher name, (year), Page No

REFERENCES

1. [1] Aripnammal, S. and Natarajan, S. 'Transport Phenomena of SmSel – X Asx', Pramana(1994) – Journal of Physics Vol.42, No.1, pp.421-425.

Table and figures –In the references By the word Table, is meant tabulated numerical data in the body of the project report as well as in the appendices. All other non-verbal materials used in the body of the project work and appendices such as charts, maps, photographs and diagrams may be considered as figures.

TYPING INSTRUCTIONS:

1. The impression on the typed copies should be black in colour.
2. The project report should be submitted in **A4** size(29 cm x 20 cm).
3. Bond paper should be used for the preparation of the project report.
4. Typing should be done on one side of the paper with character font in **size 12 of Times New Roman.**

5. Single line spacing should be used for typing the general text.
6. Subheading should be typed in bold Font size 12 and heading bold Font size 14.
7. The layout should provide a margin of 1.50 Inches on the left, 1.00 Inches on the top, bottom and right.
8. The page numbers should be indicated at the top-middle or bottom-middle of the each page.
9. Headings should be in bold should not underline the heading/subheadings and should not put colons (:) in headings or subheadings.

Header

When the header style is chosen, the header can have the Chapter number and Section number (e.g., Chapter 2, Section 3) on even numbered page headers and Chapter title or Section title on the odd numbered page header

Number of copies to be submitted by group:(3+1) Three (One for Library, One for department, One for Internal Guide.)&One copy for each batch member. The certificate should consists of names and roll numbers of all batch members for the above three copies. The certificate should consist of batch member name and his/her roll number for his personnel copy. Additional Soft copy of Project in the form of CD to the Library / Coordinator

Binding specifications

1. The project report should be hard bound Rexene of **Grey** colour **for Civil engineering** reports using transparent ors sheet cover should be **printed in black letters** and the text for printing should be identical. The dissertation shall be properly bound, using. The bound front cover should indicate in suitable embossed letter the following:(See the sample format of front cover Appendix 1)
2. **Two blank papers** should be provided at the beginning and at the end.

/*NOTE: do not number this page. Certificate and declaration pages are not numbered but by default they are roman i and roman ii pages. See the format in appendix*/

APPENDIX 1 (Cover page)

(A typical Specimen of Cover Page)

TITLE OF PROJECT REPORT

<1.5 line spacing>

A PROJECT REPORT

Submitted by

<Italic>

NAME OF THE CANDIDATE(S)

*in partial fulfilment for the award of the diploma
of*

<1.5 line spacing><Italic>

DIPLOMA IN CIVIL ENGINEERING PROGRAMME

IN

DEPARTMENT OF CIVIL ENGINEERING

LOGO



NAME OF THE COLLEGE

**DEPARTMENT OF TECHNICAL EDUCATION
BENGALURU-560001**

<1.5 line spacing>

Year of submission: (MONTH & YEAR)

APPENDIX 2 (Title page)

(A typical Specimen of Title Page)

A Project Report
on

<TITLE OF THE PROJECT WORK>

Submitted for partial fulfilment of the requirements for the award of the
of

DIPLOMA IN CIVIL ENGINEERING

IN

DIPLOMA IN CIVIL ENGINEERING PROGRAMME

BY

BATCH

<Mr. / Ms. Name of the Student (Roll No.)>

<Mr. / Ms. Name of the Student (Roll No.)>

<Mr. / Ms. Name of the Student (Roll No.)>

<Mr. / Ms. Name of the Student (Roll No.)>

<Mr. / Ms. Name of the Student (Roll No.)>

Under the guidance of

<Name of the Staff>

Professor

Department of CSE

CBIT, Hyderabad.



Department of Civil Engineering

<<NAME OF INSTITUTE>>

<<ADDRESS OF INSTITUTE>>

APPENDIX 3 (Certificate)

(A typical specimen of Certificate) <Font
Style Times New Roman>

**DEPARTMENT OF TECHNICAL EDUCATION
BENGALURU-560001**

BONAFIDE CERTIFICATE

Certified that this project report “.....**TITLE OF THE PROJECT**.....”
is the bonafide work of “.....**NAME OF THE CANDIDATE(S)**.....”
who carried out the project work under my supervision.

<<Signature of the Head of the Department>><<Signature of the Project coordinator>>

SIGNATURE

<<Name>>

HEAD OF THE DEPARTMENT

<<Department>>

<<Full address of the Dept & College >>

SIGNATURE

<<Name>>

PROJECT CORDINATOR

<<Academic Designation>>

Department of Civil Engineering

<<Full address of the Dept & College >>

Examiners 1.....<<Signature, Name, Designation& Address>>.....

Examiners 2.....<<Signature, Name, Designation& Address>>.....

APPENDIX 4

(A typical specimen of table of contents)

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CERTIFICATES

1. Company certificate(if any) on Company letter head, College certificate on **COLLEGE LETTER HEAD** with Guide, HODs signatures. Declaration of students' signatures on A4 paper. Acknowledgements in the respective order.

CERTIFICATE

This is to certify that the project work entitled “<Title Of The Project Work>” is a bonafide work carried out by <Mr. / Ms. Name of the Student (Roll No.)>, <Mr. / Ms. Name of the Student (Roll No.)>in partial fulfilment of the requirements for the award of **DIPLOMA INCIVIL ENGINEERING PROGRAMME** by the **DEPARTMENT OF TECHNICAL EDUATION-BENGALURU-560001**, under our guidance and supervision.

The results embodied in this report have not been submitted to any other university or institute for the award of any degree or diploma.

Internal Guide
<Name of the Staff>
<Designation> Department of Civil engineering
<Institute Name>

Head of the Department
<Name>
Department of Civil engineering
<Institute Name>.

DECLARATION

This is to certify that the work reported in the present project entitled “<Title Of The Project Work>” is a record of work done by us in the Department of Civil engineering, <Name of institutions>. The reports are based on the project work done entirely by us and not copied from any other source. I declare that this written submission represents my ideas in my own words and where others' ideas or words have been included, I have adequately cited and referenced the original sources. I also declare that I have adhered to all principles of academic honesty and integrity and have not misrepresented or fabricated or falsified any idea/data/fact/source in my submission. I understand that any violation of the above will be cause for disciplinary action by the Institute and can also evoke penal action from the sources which have thus not been properly cited or from whom proper permission has not been taken when needed.

<Mr. / Ms. Name of the Student >

ACKNOWLEDGEMENTS

I would like to express my sincere gratitude and indebtedness to my project supervisor _____ for his/her valuable suggestions and interest throughout the course of this project

I am also thankful to Head of the department <Name> for providing excellent infrastructure and a nice atmosphere for completing this project successfully

I convey my heartfelt thanks to the lab staff for allowing me to use the required equipment whenever needed

Finally, I would like to take this opportunity to thank my family for their support through the work. I sincerely acknowledge and thank all those who gave directly or indirectly their support in completion of this work

(Name of the student)

LIST OF FIGURES

A list of figures with figure number, figure title and page number and a list of tables with table number, table name and page number should be listed after abstract in a separate page for each with roman numbers like ii, iii...etc.

FOR EXAMPLE:

LIST OF FIGURES		
Figure 1.1	Block diagram of xyz model	Page no. 4
Figure 2.2	-----	-----

LIST OF TABLES

FOR EXAMPLE:

LIST OF TABLES		
Table 1.1	Name of the table	Page no. 5
Table 2.2	-----	-----

APPENDIX 5
PROMISING CERTIFICATE OF ORIGINALITY

This is to certify that the project report chosen entitled _____
Submitted to **DEPARTMENT OF TECHNICAL EDUCATION** in partial fulfilment of the
requirement for the award of the degree of **DIPLOMA IN CIVIL ENGINEERING**, will be
a original work carried out by Mr./
Ms. _____

The matter embodied in this SYNOPSIS is a genuine and project chosen by me will not be
copied by any other source requirement of any course of study.

Enrolment No: _____ under the guidance of
Mr/Ms _____

Name of the student

Signature of the Student

Enrolment No:

Appendix 6

Format of Synopsis

1. Title of the Project
2. Objectives of the study
3. Rationale for the study
4. Statement of the Problem
5. Detailed Methodology to be used for carrying out the study
6. The expected contribution from the study (to perform any laboratory experiments)
7. List of activities to be carried out to complete the project (with the help of a bar chart showing the time schedule)
8. Places/labs/equipment and tools required and planning of arrangements
9. Problems envisaged in carrying out the project, if any.
10. Brief description of project in 100 words

PROFORMA FOR PROJECT PROPOSAL (Appendix 7)

PROJECT PROPOSAL FORMAT

Name of the Organisation	
Programme	
Project title:	
Names of Project Proponent groups	
Area of the project	
Project location:	
Proposed starting date:	Project duration:
Target date of completion	
Sponsor	Self / Institute/Government / Industry/ Others
PROJECT DESCRIPTION	
BACKGROUND OF THE PROJECT/ SITUATION ANALYSIS	
1. What prompted the project? 2. Is there an existing concern or potential problem that you want to address?	
Need and Justification of the project	
OBJECTIVES OF THE PROJECT	
OBJECTIVES	STRATEGIES
What does the project hope to achieve?	What are the strategies that must be done to meet the objectives?
METHODOLOGY	
<div style="border: 1px solid black; height: 40px; width: 100%;"></div>	
Expected results of the project	

DESIRED IMPACT AND OUTCOME OF THE PROJECT						
I. What are the long term effects of the project? (Economic, social, cultural, institutional, environmental, technological, etc.) II. What are the specific measures to sustain the project? III. What are the linkages with other initiatives or reforms in the sector and other development or governance concerns?						
Project implementation Plan (Follow up Plan) (Project work Plan)						
PHASES OF THE PROJECT (DATE)	ACTIVITIES	OUTPUT / TARGET	Project PERSON IN CHARGE	RESOURCES NEEDED	COST	<i>**Note: Include Gantt chart if possible</i>
Project Beneficiaries :			Number of Beneficiaries from your project:			
Location of Beneficiaries:						
Budget Requirement Prepared Y/N			Project budget:			
RISK MANAGEMENT PLAN						
I. What are the risks and factors that may hamper or hinder the successful implementation of project activities and achievement of project outputs? II. What are the measures that would mitigate the adverse effects resulting from such risks?						
PROJECT Coordinators Priority						
Institution Staff / Industry person name	Organisation name	Designation	Contact Details			

DETAILED BUDGET REQUIREMENT

Budget Line Item	Description	Amount

OTHER RELEVANT INFORMATION

May include any other information that will support the request for funding, such as:

1. Brief enumeration of other stakeholders who pledged support to the project
2. Other projects that is lined-up to complement the current initiative.

ATTACHMENTS

1. Profile/brochure of the organization
2. Endorsement and recommendation letters
3. Other documents to support the request

Approved

Not approved

(a) Name and designation of the Programme In charge

(b) Name and designation of other members (s) involved

Signature of the Programme In charge Signature of the Head/Director/Chairperson

Date:-Date:-

Stamp

STYLISTIC AND GRAMMAR ADVICE

Apostrophes

One of the most common mistakes in student writing is incorrect use of the apostrophe (‘), as in PC’s to mean a number of PCs. It is used in English to form contractions such as didn’t (did not), can’t (cannot) and it’s (it is). These uses should be avoided in academic writing and the words written out in full. The apostrophe is also used to denote possessive case, as in the dog’s bone or the student’s assignment. The rule here is that of the intended noun is singular (one dog) the apostrophe is placed before the s. The examples above refer to a single dog and a single student respectively. If the intended noun is plural and regularly formed, the apostrophe is placed before the s as in dogs’ (of the dogs). However if the noun has an irregular plural, e.g. child – children, the apostrophe is placed before the s as in children’s.

Acronyms

Computing/engineering are fields in which acronyms are heavily used to avoid repetition of long technical terms, e.g. RAM, LAN, VDU. Terms like VDU are now so commonly used by the population at large that it is rapidly becoming admissible to use them without explanation. However, most acronyms are familiar only to specialists within sub-fields of computing/engineering. When using an acronym for the first time, always precede it with the expanded version.

Colloquialisms

These are chatty, idiomatic or slang expressions that are appropriate in informal conversation but have no place in your report. For example;

Once Pat pulled his finger out, the team started to come together better and eventually we managed to hand something in that is pretty reasonable considering we didn’t know each other much before this report.

A related point is that in academic and technical writing the use of the first person ‘I’ is avoided as much as possible. In similar way, avoid referring to the reader as ‘you’.

Grammar

Do be careful to write in full sentences and to proof read the document to ensure not only that the text is grammatically sound, but also that it means exactly what was intended.

Jargon

Try to strike a good balance between use of jargon and appropriate use of technical terms. There is no merit in using so much obscure terminology that the document is virtually unreadable, but on the other hand, failure to use key words properly can lead to unnecessary wordiness and tends to give an unprofessional impression. It is important to be consistent in the use of terms, to define them if necessary and to use the same term for the same concept throughout.

Spelling

There should be no excuse for spelling mistakes in a word processed document.

Spelling errors create a bad impression. Always use a spell checker; they are invaluable for picking up typographical errors as well as genuine spelling mistakes. Note, however, that spelling checkers cannot detect cases where the wrong word happens to be a real word e.g. from – form. So a careful proof read is necessary.

