CENTRE FOR DISTANCE AND ONLINE EDUCATION
TEZPUR UNIVERSITY

PROFORMA FOR THE APPROVAL OF PROJECT PROPOSAL

(Note: All entries of the proforma of approval should be filled up with appropriate and complete information. Incomplete proforma of approval in any respect will be summarily rejected.)

Project Proposal No:…………………..
(for office use only)

Enrolment No._____

1. Name and Address of the Student _____

_____

E-mail:_____

Mobile: _____

2. Title of the Project: _____

_____

3. Name and Address of the Guide: _____

4. Educational Qualification of the Guide

Ph.D	M.Tech.	B.E*/B.Tech.	MBA/MCA	M.A/M.Sc.
☐	☐	☐	☐	☐

5. Working / Teaching experience of the Guide*_____

(*Note: At any given point of time, a guide should not provide guidance for more than two students of Tezpur University)

6. Is this your first submission?   ☐ Yes   ☐ No

Signature of the Student
Date: …………………

Signature of the Guide
Date: … …………………

For Office Use Only

Allotted Internal Supervisor Name:_____

☐ Approved   ☐ Not Approved

Signature, Designation of the Project Proposal Evaluator
Date:_____

Suggestions for reformulating the Project

A. ESSENTIALS REQUIREMENTS

    a. Proforma for Approval of Project Proposal duly filled and signed by both the student and the Project Guide with date.
    b. Biodata of the project guide with her/his signature and date.
    c. Synopsis of the project proposal.
    d. A self-addressed envelope with duly affixed postage stamps (to send it by speed post only to CDOE Office) on it.

Note:

    i. *At any given point of time, a guide should not provide guidance for more than two (2) students of CDOE, Tezpur University*

    ii. *Suggestions given for reformulating the project must be incorporated in the final project if project proposal is approved otherwise in the new project proposal.*

    iii. *Violation of the project guidelines will lead to the rejection of the project at any stage.*

B. PROJECT FORMULATION

The Project work constitutes a major component in most professional programmes. It needs to be carried out with due care and should be executed with deep involvement by the students. The project work is not only a partial fulfilment of the programme requirements, but also provides a mechanism to demonstrate your skills, abilities and specialization. Students are eligible to submit the project proposals after entering the final year of the semester of the programme.

C. OBJECTIVES

The objectives of the project is to help the learner develop the ability to apply theoretical and practical tools/techniques to solve real life problems related to industry, academic institutions and research laboratories. After the completion of this project work, the student should be able to:

    1. Complete a problem definition.
    2. Evaluate a problem definition.
    3. Determine how to collect information to determine requirements.
    4. Work on data collection methods for fact finding.
    5. Schedule projects using both GANTT and PERT charts.
    6. Documentation requirements
    7. Be able to prepare and evaluate a final report.
    8. Develop of the ability to communicate effectively.

D. TYPE OF THE PROJECT

The majority of the students are expected to work on a real-life project preferably in some industry/ Research and Development Laboratories/Educational Institution. Students are encouraged to work in the areas closely associated with their programme of study. However, it is *not mandatory* for a student to work on a real-life project. The student can formulate a project problem with the help of her/his Guide and submit the project proposal of the same. Approval of the project proposal is mandatory. If approved and official letter regarding same is received by the student, he/she can commence working on it, and complete it.

E. QUALIFICATION OF THE GUIDE

A person from Tezpur University with Ph.D./ M.Tech./ B.E./B.Tech. /MCA /MBA/ MA/M.Sc and/or sufficient experience in the area of the student who wants to undertake the project.

F. STEPS INVOLVED IN THE PROJECT WORK

The complete project work should be done by the learner only. The role of a guide should be mainly about providing guidance wherever any problem is encountered by the learner during the project. The following are the major steps involved in the project, which may help the learner to determine the milestones and regulate the scheduling of the project:

a) Select a topic and a suitable guide.
b) Prepare the project proposal in consultation with the project guide.
c) Submit the project proposal along with the necessary documents to the Director of CDOE
d) Receipt of the project approval from the CDOE.
e) Carry out the project-work.
f) Prepare the project report.
g) Submit the project report to the CDOE
h) Appear for the viva-voce as per the intimation by the CDOE.
i) Communication of the approval

F. RE-SUBMISSION OF THE PROJECT PROPOSAL IN CASE OF NON-APPROVAL

In case of non-approval, the suggestions for reformulating the project will be communicated to the learner via mail/phone by the guide/office of the CDOE. The revised project synopsis along with a new proforma, should be re-submitted along with a copy of the earlier synopsis and non-approval project proposal proforma in the next slot. **The revised project proposal should be sent along with the original copy/ photocopy of the non- approved proforma of the earlier submitted proposal.**

G. PROJECT PROPOSAL FORMULATION

The project proposal should be prepared in consultation with the concerned guide. The project proposal should clearly state the project objectives and the environment of the proposed project to be undertaken. The project proposal should contain complete details in the following form:

a) Proforma for Approval of Project Proposal duly filled and signed by both the student and the Project Guide with date.
b) Bio-data of the project guide with her/his signature and date.
c) Synopsis of the project proposal covering the following aspects:

    i) Title of the Project
    ii) Introduction and Objectives of the Project
    iii) Methodology
    iv) Project Planning and Scheduling (Gantt chart and PERT chart).
    v) Data collection and analysis
    vi) Results and Discussions
    vii) Conclusions
    viii) Future scope and further enhancement of the project

Violation of the project guidelines will lead to the rejection of the project at any stage

I. ASSESSMENT GUIDELINES FOR PROJECT EVALUATION

Each component of the project work and the viva voce carries its own weightage, so the student needs to concentrate on all the sections given in the project report formulation. The Project Report is evaluated for 60 marks and the viva-voce is for 40 marks. Viva-voce is compulsory and forms part of evaluation. A student in order to be declared successful in the project must secure **40% marks in each component (i) Project Evaluation and (ii) Viva-voce**. Passing in both the components is compulsory. If a student submits his/her Project Report as per the schedule and fails to attend viva, her/his Project will remain incomplete.

J. IMPORTANT TIMNELINES

Important timelines for submission of project reports shall be notified separately in the CDOE webpage. Learners are advised to regularly visit CDOE webpage for all updates regarding the Project report.