



Where Success is a Tradition

**Guidebook for submission of
Synopsis of Project, Dissertation and other reports under**

NTCC

For Undergraduate/Postgraduate Programs

SAGE University, Indore

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Introduction

This document provides guidelines for preparing a research synopsis .The research synopsis is the plan for your research project. It provides the rationale for the research, the research objectives, the proposed methods for data collection and recording formats and/or questionnaires and interview guides. The synopsis is based on the information provided by the supervisor(s) and by secondary sources of information. In the final report you will present the results of your data collection and elaboration, with the discussion and the conclusion.

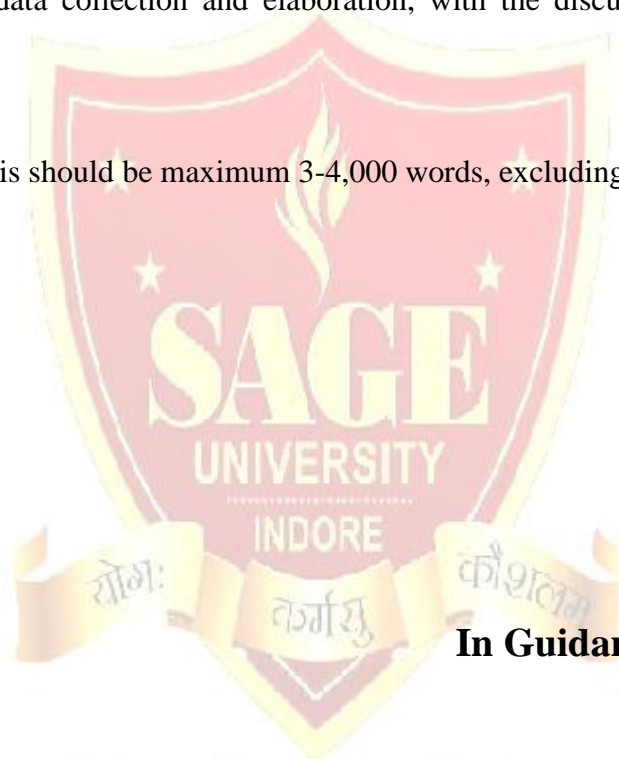
The full synopsis should be maximum 3-4,000 words, excluding appendices.

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General Instructions

Paper size	International standard paper size A4 (297 x 210 mm).
Typing	On one side of the paper only.
Margins	Margins - left-3.0cm, Right-2.0 cm, Top-2.5 cm, Bottom-2.5 cm, Gutter-0
For Main Text:	<ul style="list-style-type: none"> • Font type: Times New Roman • Font size: 12 points • Line spacing: 1.5 Lines • Character spacing: Normal
For Foot Notes:	<ul style="list-style-type: none"> • Font type: Same as the main text (Times New Roman) • Font size: 10 points. • Line spacing: Single
Header	It will contain title of the Dissertation/ project & Chapter No.
Footer	Institute Name & Page number at the centre.

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COVER PAGE (outside/inside)

TITLE OF THE SYNOPSIS OF THE PROJECT/DISSERTATION (FONT SIZE 20)



A Synopsis Report Submitted to
SAGE University, Indore
towards Partial fulfillment for the award of <Course Name>
degree with specialization in <Specialization name> (FONT SIZE 14)

Supervised by

Mr. / Ms. / Prof. Guide Name

Submitted by

Name 1[0830CS0710x]
Name 2[0830CS0710y]
Name 3[0830CS0710z]

Department of <Department Name>

<Institute Name>

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Title

This should be brief and self-explanatory. It should relate directly to the main objective of the proposed research. A more specific and descriptive sub-title can be added if necessary, for example to indicate the main methodology that will be applied. The title of the final report can be different from the working title of the synopsis.



Abstract

The abstract should briefly state the problem, the main objective(s), the theories/conceptual framework used (if relevant), and the method(s). The abstract alone should give the reader a clear idea about the research in no more than 150 words.



Introduction

Here you should introduce the main problem, set it into context and introduce the particular niche within the main subject area that you will work with. Justification for the niche should also be included in the Introduction.

‘Justifying’ a research problem means providing information documenting that both the main problem and the specific niche are of relevance to others than yourself, such as the scientific community and stakeholders. A research problem can be, for example, a gap of knowledge, an unexplained observation, something not yet analyzed (using this systematic, with this level of detail, from this particular angle), or something that does not fit traditional beliefs. The information you provide as documentation for the existence and relevance of the problem should primarily be scientific peer reviewed literature. Newspaper articles, blogs and a lot of material from the internet are not subject to quality control and are therefore considered less trustworthy



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Problem analysis/Literature review

In this section you present details regarding the research problem. You should present documentation of the existence of the problem, how it is manifested, who it affects and involves, what roles and interests the involved actors have, the historical background to the problem (including what has lead to the actual situation), and the problem's complexity (what it consists of and what it is a part of).

The problem analysis is based on a critical review of scientific literature: the theories typically used to frame research on the subject area, knowledge available and research methods used with what degree of success. The review can add to the justification of choice of the subject included in the Introduction. It is important that the review includes recent literature, and that it critically synthesizes knowledge within the subject being addressed rather than merely describing it.

A critical review of the subject being addressed involves (i) identification of relevant literature through a thorough and systematic literature search using combinations of relevant key words in appropriate databases, (ii) the relevant literature must be critically read, meaning that the soundness of research approach and conclusions must be evaluated – you should of course not base your arguments on untrustworthy literature, and (iii) Important approaches, conclusions and/or discussions of the literature are presented in an argument logically leading to your objectives.

Remember, the literature review is not just a list of the methods used/conclusions made by previous studies. Have a look at research papers published in international journals for inspiration – the introductions most often include highly condensed literature reviews.



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Objectives

These should be identified on the basis of the problem analysis. That means, after reading the problem analysis it should be immediately clear that the choice of objectives is relevant and justified. The objectives should focus on concepts and problems mentioned in the problem analysis. Each research proposal should contain one overall objective describing the general contribution that the research project makes to the subject area as well as one or more specific objectives focusing on discrete tasks that will be achieved during the research. The overall objective may be something that the study will contribute towards but not solve/finish; the overall objective should not be a compilation of the specific objectives.



Hypotheses

These are predictions of the outcomes from the study. It is useful at the outset to specify the hypotheses in terms of the assumed relations between variables so as to clarify the position and pre-understanding of the researcher. If statistical tests are to be conducted formulation of hypotheses is a crucial element of the research design. Hypotheses can be derived from theory, experience or knowledge concerning contextual factors. In purely quantitative, deductive research hypotheses are tested statistically, whereas in qualitative, inductive research hypotheses are not formulated. In the Joint Summer Module you are unlikely to conduct purely qualitative research (although qualitative elements may be included), and so hypotheses are relevant.



Limitations

Although the specific or immediate objectives may be quite narrow, they could probably imply much more data collection and analysis than possible for a thesis. To demonstrate a good overview of the general subject area it should be specified what aspects will not be addressed and how this will limit conclusions. It is important to not (only) mention that due to time constraints a limited number of observations/measurements/interviews will be conducted. Rather, the aim here is on topical limitations. Methodological limitations can be put in the methods section.



Methodology and methods

A research project follows an overall methodology to make conclusions in relation to the overall objective. Some types are experiments, surveys, models and case studies. Within a given research methodology several data collection methods can be relevant, and both quantitative and qualitative methods may be used in the same study. You should specify what research methodology is chosen to fulfill the research objectives. A description of the methodology used does not mean a reproduction of standard textbook definitions; instead, references should be used. For example, it is not necessary to explain that a case study approach 'will allow in-depth analysis of a particular problem and that the limitation is that the results cannot be statistically generalized, but that they could be theoretically generalized for places with similar characteristics'. A reference will be sufficient for commonly used methods, whereas it is relevant to describe the specific data to be collected.

Expected Outcomes

This section presents the analyzed data, preferably in tables and charts. It is a good idea to organize the results logically, for example by first presenting background information like demographics and then continue with in a sequence reflecting the specific objectives.

All tables and figure must be numbered and referred to in the text. Table headings go above the table, figure headings go below the figure.

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Discussion

Here you discuss what the expected outcome means in relation to the objectives. You also discuss the influence of the chosen methods on the results and what methodological problems may have been faced. Finally, you compare your own expected outcome with those of other studies to identify whether your study is in accordance or at odds with previous scientific studies. If the latter is the case this warrants special consideration.

Conclusion

Start by clearly stating the main finding of the research. Then go on to outline the implications of the findings. How important is your contribution to the understanding that is currently held on the subject area and niche? What future studies could be recommended.

References

The purpose of a reference list is that the reader should be able to find the references used. Therefore, be sure to write the full reference in the reference list, including author, publication year, title, title of journal/series, volume of journal/series contribution, publisher (omitted for journal), location (omitted for journal), page numbers. For chapters in books and contributions to conference proceedings the editors and title of the book/proceedings must be added. You can choose a standard from, e.g., a scientific journal and follow it **consistently**. All references in the text must be in the list of references and vice versa.

