

# Project Report Guidelines

## Project Guidelines

### **Introduction:**

This guide will provide you all the information you need to know for developing a project dissertation. As the Project work is very important part of course curriculum, it has been marked for 100 marks.

### **The objectives of the Project work are to:**

- 1) Enable students to develop further the skills and knowledge gained on the course by applying them to the analysis of a specific business problem or issue, via a substantial piece of independent work carried out over an extended period.
  
- 2) For students to demonstrate proficiency in the design of a research project, application of appropriate research methods, collection and analysis of data, and presentation of results.

### **Learning Outcomes**

On successful completion of the course curriculum & Project work, students will be able to:

- 1) Demonstrate clarity of problem definition and scope; critical evaluation of a focused review of relevant literature; a carefully argued case for the research methods employed; proficiency in the analysis and interpretation of qualitative and/or quantitative data, where appropriate; and sensitivity to the organizational context for which recommendations are made, where appropriate.
  
- 2) Present the results of their research in an academically acceptable format, paying particular attention to integration of the literature review, critical evaluation of data, clear presentation of research results, and clear evaluation of the implementability of the recommendations.

### **How to select a topic and organization?**

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

### **Criteria's for selecting the topic and organization:**

- a) **Subject:** Project can be undertaken on programming related subjects of the curriculum .

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- b) **Originality:** Your project work must be carried out by yourself and must be original. You can certainly take ideas from else where, but be sure that you evolve them in the unique way to suit your project requirements.
- c) **Company specific:** the project work should be undertaken in a company or any of its departments or any business establishments. The out come of the project work should be useful to the organization or establishment.
- d) You must consult your internal guide or external guide in selection of topic.
- e) You can do the Project in the organization where you are working / have worked / intend to work.
- f) It is good Idea to link your project to your future plans. This will be a useful for your future job prospects and it will also demonstrate to your potential employers about your enthusiasm and knowledge.
- g) Remember that you have constraints of resources like time, monetary, infrastructure, so, it is necessary to complete your project with in the specified constraints.

### **Suggested titles for Project work:**

#### **1) Information Technology as an Integrating Force in Manufacturing**

##### **The Project**

In virtually every industry and every firm, information technology is driving change, creating opportunities and challenges. Leaders who don't understand at least the fundamentals of information systems will be at a strategic disadvantage. This project should provide broad coverage of technology concepts and trends underlying current and future developments in information technology, and fundamental principles for the effective use of computer-based information systems. There will be a special emphasis on manufacturing. Information Systems topics that will be covered include networks and distributed computing, including the World Wide Web, hardware and operating systems, software development tools and processes, relational databases, security and cryptography, enterprise applications, B2B, the semantic web and electronic commerce.

#### **2) Information Technology Essentials for Business Organizations**

##### **The Project**

This project should execute a broad coverage of technology concepts and trends underlying current and future developments in information technology, and fundamental principles for the

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effective use of computer-based information systems. There will be a special emphasis on networks and distributed computing, including the World Wide Web. Other topics include: hardware and operating systems, software development tools and processes, relational databases, security and cryptography, enterprise applications, and electronic commerce. Hands-on exposure to Web, database, and graphical user interface (GUI) tools.

### 3) Practical Information Technology Management

#### The Project

The objective of the project is to provide the substance and skill necessary to make sound business decisions relating to information systems and to work with senior line managers in the resolution of issues and problems in this area. Categories of issues which will be addressed in this project include:

- How do IT and its various manifestations in business, such as the Internet, affect current and future COMPETITIVENESS? How do we align business strategy and plans with IT strategy and IT plans?
- How can we ENGAGE executives in learning and leading IT-related change?
- How do we IMPLEMENT new systems, CHANGE work behavior, MANAGE projects?
- How should we ORGANIZE and GOVERN IT in an organization?

### 4) Internal IT strategy for XYZ Solutions Inc.

#### The project

XYZ Solutions Inc. is a rapidly growing IT services company. Following a series of acquisitions, the company is expanding market share and developing internally. IT systems are instrumental in supporting corporate strategy and internal operations. XYZ's IT strategy currently focuses on developing these systems. This analysis supposed to outline enhancements to XYZ's existing IT strategy in order to strengthen the company's ability to utilize **information technology**. In developing these enhancements, the analysis required review the history, structure, and strategies of XYZ and characterize the current alignment between business objectives and internal R&D. Further to developing enhancement recommendations, the analysis should provide an implementation plan to address key sources of business-IT misalignment. The

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enhancements to IT strategy are an opportunity for XYZ to develop a sustainable competitive advantage through improved planning, development, and usage of IT.

**Qualification Criteria for Project Guide:** MCA or equivalent such as MSc(IT/CS) OR any engineering graduate with 5-years of managerial level experience in reputed organization OR Faculty in management institution having at least 3-years of teaching experience.

**(NOTE:** Prior to selection of the Project Title, please approach the organization of your choice with the authorized request letter from university study centre where you have taken admission).

### **Planning for the project work**

It is necessary to plan ahead, to make sure that you will complete your work within the specified time for the project work.

To achieve this, you should work out a precise schedule. You should measure the progress of your project work according to your project schedule.

### **Preparation of project synopsis and submission to CAL-C Center:**

Within six weeks from commencement of your final semester, students are required to submit project synopsis to centre for approval and it should contain the following points.

**Title of the project work:** this should convey the general issues that interest you. The title should not be generic in nature and should imply that the work is being made to be able to make certain conclusions. The title may indicate the organization in which the research is being carried out.

**Objectives:** objectives of the project should be clearly mentioned.

**Methodology:** You should specify the methodology which you are going to adopt to carry out the project.

### **Format of report for the submission:**

1. The full content of the report must be hard bound together so that the pages cannot be removed or replaced.
2. The cover of the report must contain, title, name of the candidate, the award and the year of submission. (Refer annexure A).
3. Text pages should be printed on one side of the paper, preferably with 1.5 line spacing, and page numbers at the bottom of the each page. Margins should be 2" on the left and 1" on the right.

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4. Please use separate index sheets for all chapters each chapter should start from a new page.
5. The declaration must be duly signed by the student ( Refer annexure B)
6. The project report must be about 100-150 pages.
7. Report must contain all the necessary documents such as Certificate from the viva-voce panel (refer annexure C), Certificate of the University study centre (Refer annexure D), Company certificate, acknowledgements etc.
8. One copy of the project report along with CD, must submit to CAL-C Head Office.



CAL-C COMPUTER EDUCATION, <<NAME>>  
<<ADDRESS>>

<<PROJRCT NAME>>

By

<<STUDENT NAME>>

A project report submitted in partial fulfillment of the requirements for

<<COURSE NAME>>

of <<Punjab Infotech>>

Punjab Information & Communication Technology Corporation Limited, 5<sup>th</sup>  
& 6<sup>th</sup> Floor, Udyog Bhawan, Sector 17, Chandigarh.

## STUDENT DECLARATION

I here by declare that the project report entitled

<<Project Name>>

Submitted in partial fulfillment of the requirements for the course of

<<Course Name>>

To Punjab Infotech, India, is my original work and not submitted for the award of any other degree, diploma, fellowship, or any other similar title or prizes.

Place:

(STUDENT NAME)

Date:

Reg. No:

## EXAMINER'S CERTIFICATION

The project report of  
<<STUDENT NAME>>

<<PROJECT NAME>>

is approved and is acceptable in quality and form

Internal Examiner

External Examiners

Name:

Name:

Qualification:

Qualification:

Designation:



## CAL-C CENTRE CERTIFICATE

This is to certify that the project report entitled

<<PROJECT NAME>>

Submitted in partial fulfillment of the requirements for the course of

<<course name>> of

Punjab Infotech

<<**Student Name**>>

has worked under my supervision and guidance and that no part of this report has been submitted for the award of any other degree, Diploma, Fellowship or other similar titles or prizes and that the work has not been published in any journal or Magazine.

Reg. No:

Certified

Guide's Name:

Qualification:

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**Note:** this is only suggestive but not exhaustive