GUIDELINES FOR THE WRITE-UP-PROJECT PROPOSAL

Note: **1. Project Proposal to be submitted only after completion section B with effect from 01-03-2013.**
2. After the acceptance of the Project Report, a student will have to appear VIVA VOCE, on the date, time and venue communicated to him/her. The Project work and Viva will carry 100 Marks.

1. The student should submit the proposal of project work to the Institution and obtain its approval for the project work, for that application form to be submitted is titled Application for Approval of Project Proposal, can be downloaded from the website.

2. Student should select a Project Guide who will give his / her consent to guide the student in his/her Project Work. The Guide should be a competent Industrial Engineer or a Senior Officer with a Degree in Engineering, serving in the organization in which the project work will be carried out (A Professional Member of the Institution can also be a Guide)

3. A Certificate from the Project Guide is required to be submitted along with the Project Proposal as well as the final project report.

4. The guide should be made familiar with the requirements of the Project work when seeking his consent to act as Project Guide.

5. Project Proposal should be accompanied by a Processing Fee of Rs. 800/- (Rupees Eight Hundred only) by a Demand Draft in favour of Indian Institution of Industrial Engineering, payable at Mumbai.

6. If any of the student's project proposal gets rejected twice, the candidate need to pay re-examination fee of Rs. 800/- (Rupees Eight Hundred only) in the form of Demand Draft while submitting the project proposal 3rd time, thereafter for each rejection.

7. Student has to take practical project as theoretical project will not be accepted. The project proposal will be about 15-20 pages in length.

8. The text in the write up shall be Times New Roman font size 12, Chapter heading shall be in 14 font size and in capital letters. Paragraph heading shall be in 12 font size capitalize each word. Page numbers in numerical at the bottom of each page except first page.

9. The work has to be carried out by the student himself after his proposal is accepted. The collection of data, analysis of data, formulating and justifying the recommendations and steps for implementation shall all be carried out by the student himself. Work done as study group shall not be accepted.

10. General recommendations based on literature search or comparative study are not acceptable. Similarly, descriptions of work carried out in student's organization also do not qualify.

11. Project work is an important phase of the development of the student for a successful career. The Project Work Requirement is designed to build the strength of the student in identifying of and getting the approval of the Management for measures to enhance the effectiveness of planning and operation functions in an organization.

12. The Institution may require clarifications or modification for the approval of the project

13. Spiral Binding of Proposal is mandatory for submission.

14. The write up for the approval of the project proposal should be made on the following format:
    a) Title page (Annexure A)
        (i) Name of the work proposed (font Arial black 18)
        (ii) Institution Name (font Arial Black 16)
        (iii) IIIE Logo (one inch dia.)
        (iv) Organization Name (font Arial Black 14)
        (v) Details of student (Name & Membership No.) (font Verdana 14)

Chapter 1. PREAMBLE

1.1 Introduction of Subject
1.2 Problem on hand (why student has selected this topic)
1.3 Importance of the problem
1.4 Aim, Objectives and Scope of the project

Chapter 2. DETAILS OF THE ORGANIZATION

2.1 Introduction
2.2 The organization
2.2.1 Products
2.2.2 Processes
2.2.3 Facilities
2.2.4 Organization structure
2.3 Organizational business profile
2.4 Other relevant information
2.5 Conclusion

Chapter 3. THE PROBLEM ON HAND

3.1 Introduction
3.2 Details of problem (Give detail of problem with Data & Graphs etc)
3.2.1. Historical perspective (History of problem)
3.2.2. Cause and effect relationships (How it is related)
3.2.3. Criticality of the problem
3.3 Conclusion

Chapter 4. RELEVANT LITERATURE REVIEW (From books, Journal, Internet. To study previous work carried out on the subject or similar work, techniques, methods and latest trends. This shall give direction for your work)

4.1 INTRODUCTION
4.2
4.3 (Presentation of material collected through review of
relevant literature quoting the sources of each material)
-- Say up to section 4.6
4.7 Conclusion

Chapter 5. DATA COLLECTION AND ANALYSIS

5.1 The type of data needed
5.2 The sources for the collection of data
5.3 Methods of the data collection
5.4 Processing of the data for analysis (type of analysis)
5.5 Conclusion

Chapter 6. ANALYSIS OF DATA

6.1 CHOICE OF TECHNIQUES
Brief description of the choice of the techniques utilized and
the justification for their use.

6.2 Devote one Section each to one analysis…***say upto section 6.9.*** The
analysis carried out and technique utilized (give suitable Headings)
(All the steps in the analysis of the Data and the relevant theory have to be shown)

6.10 CONSOLIDATED RESULTS
Give a consolidated representation of result of the analysis using necessary number of
sections and headings..... ***say upto section 6.14***

6.15 GENERAL OBSERVATIONS

Chapter 7. RECOMMENDATIONS

7.1 Brief Idea of Recommendations likely to emerged

REFERENCES FORMAT

Text: All citations in the text should refer to:
1. *Single author:* the author's name (without initials, unless there is ambiguity) and the year of publication;

2. Two authors*:* both authors' names and the year of publication;

3. Three *or more authors:* first author's name followed by "et al." and the year of publication.

Citations may be made directly (or parenthetically). Groups of references should be listed first alphabetically, then chronologically.

Examples: "as demonstrated (Allan, 1996a, 1996b, 1999; Allan and Jones, 1995).
Kramer et al. (2000) have recently shown..."

List: References should be arranged first alphabetically and then further sorted chronologically if necessary. More than one reference from the same author(s) in the same year must be identified by the letters "a", "b", "c", etc., placed after the year of publication.

Examples:
Reference to a journal publication:
Coffey, C.S., 1994. Quantum-mechanical aspects of dislocation motion and plastic flow. Phys. Rev. 49, 208-214.

Sklad, P.S., Gibala, R. and Mitchell, T.E., 1973. Amplitude dependent internal frication of molybdenum single crystals. J. Phys. F: Metal Phys., 3, 1789- 1795.

Reference to a paper in the proceedings of a conference:
Holzwarth, U. and Seeger, A., 1991. in: Brandon, D.G., Chaim, R. and Rosen, A. (Eds.), Proceedings of the 9th International Conference on Strength of Materials, Freund Publications House, London, p. 577-576.

Reference to a book:

Hull, D. and Bacon, D.J., 2001. Introduction to Dislocations, 4th Edition, Butterworth – Heinemann, Oxford, pp. 182 – 187.

Reference to a chapter in an edited book:
Mettam, G.R., Adams, L.B., 1999. How to prepare an electronic version of your article, in: Jones, B.S., Smith , R.Z. (Eds.), Introduction to the Electronic Age. E-Publishing Inc., New York, pp. 281-304.

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Do's and Don'ts of Project Proposal

1. Please refer to model project synopsis displayed on our website www.iiie-india.com for your guidance.
2. Check the details of Guide- address, email ID, Contact details, signature et
3. Provide relevant data to justify the problem / your statement.
4. Ensure that your explanation is simple and logical way. Do not write irrelevant information. Use full sentences
5. Explain important concepts, definitions and abbreviation. Related for your Project.
6. Carry out brief literature survey related to your project from Books, Journals and Internet during submission of Synopsis. Detail Literature Survey to be included in final Report.
7. Please Pay proper attentions to the guidelines. Do not take short cuts.
8. Do not use power point type presentation language / slides. Write full sentences.
9. Project Report is Technical Document not commercial Advertisement Pl Do not use fancy fonts / colors/ Font Sizes.
10. Please ensure title of project is simple and easy to understand. Do not unnecessary complicate the title.
11. Aim / Objective and scope of project to be given.
12. It is observed that students try to include too many things as objective which is not possible for them to carry out, focus on important things only.
13. Do not speculate at the beginning of the project.
14. Note your project report will be evaluated in reference to project proposal, if it is observed that Project Report is different from approved Project Proposal then the project proposal shall be rejected.

‘Annexure A’

(Sample Project Proposal front cover)

IMPLEMENTATION OF LEAN MANAGEMENT

(Title) {font Arial black 18}

A PROJECT PROPOSAL

{font monotype Corsiva 22}

SUBMITTED TO

{font Arial 14}

INDIAN INSTITUTION OF INDUSTRIAL ENGINEERING

{font Arial BLACK 16}

To be carried out at:

(Name of Organization)

{Font Arial Black 14}

By {font Arial 14}

AZAD SINGH (S-23051) (font VERDANA14}

INDIAN INSTITUTION OF INDUSTRIAL ENGINEERING

NHQ, IIIE Bhavan, Plot 103, Sector - 15, CBD Belapur, Navi Mumbai - 400 614 Tel : (022) 27563837, 27562562, 27579412 Telefax : (022) 27578526 E-mail : iiiestudents@gmail.com

The Chairman,
Board of Examinations
Indian Institution of Industrial Engineering
CBD Belapur, Navi Mumbai - 400 614

The students need to Study the requirements of Project Work under the heading of **"Examinations/Project"** in the Brochure

APPLICATION FOR APPROVAL –

PROJECT PROPOSAL

FILL FORM-A, FORM-B AND ENCLOSE WRITE-UP AS PER THE GUIDELINES GIVEN

FORM - A

1. Name _____ 2. Membership No. _____

3. Date of Admission _____ 4. Mailing Address _____

5. Phone Nos. (O) _____ (R) _____ Mobile : _____

E-Mail : _____

6. Receipt Number and Date of the latest subscription paid _____

7. Details of Passing of Section B papers:

Paper	Month and Year of Examination	Marks Obtained
IEB01: Facilities Planning & Mgmt.		
IEB02: Supply Chain & Logistics Mgmt.		
IEB03: Production & Operations Mgmt.		
IEB04: Total Quality Management		
Electives (Name the Four Subjects) **(i)** **(ii)** **(iii)** **(iv)**		

8 Name of the Unit/ Organization/ Institution, its location and address, and where project is proposed to be carried out.:

_____

_____

_____

_____

_____

9a. Proposed Project : _____

Title : _____

(Also enclose a write up of the proposed project with the form)

9b. Area (s) covered by the Project Work and the Industrial Engineering techniques to be utilized: (Also refer instructions in the - General Information, Scheme of Examination and Syllabus):_____

The area(s) chosen may be one or more of the areas in which compulsory papers are prescribed for Section B examination or the area from which the student has chosen the Elective papers for Section B examination. The student should have also appeared for the particular papers of Section B (either in Compulsory or Elective papers) which cover the area chosen._____

10. Name, Designation, Membership details and address of the Guide, under whose guidance the project is proposed to be carried out: (completed FORM-B must be attached)

a) Name :

b) Designation :

c) Organization :

d) Office Address, Telephone Nos. & Email ID :

e) IIIE Membership No. (if any) :

NOTE: Student to ensure that the guide chosen is at least a degree holder in engineering with substantial experience in a responsible position. He should be in a position to certify that the work reported is student's own work. IIIE will have the final decision in acceptance of the guide.

11. I undertake that the Project work will be carried out individually and personally by me.

12. For processing fee please find enclosed Demand Draft No _____

Dated_____of Rs.800/- drawn on_____Bank.

Place: **Signature:**

Date: **Name :**

FORM - B

The Chairman
Board of Examinations
Indian Institution of Industrial Engineering
CBD Belapur, Navi Mumbai 400 614

CONSENT TO ACT AS PROJECT GUIDE

Sir,
I am glad to inform you that Mr./ Ms.

a student of the Indian Institution of Industrial Engineering has sought my guidance for carrying out his/ her project work to be completed by him/ her as part of the requirements for the Graduateship Examination. I have studied the proposed project in detail and is of the opinion that it will bring out the effective application of Industrial Engineering technique.

I am also of the opinion that the proposed Project Work can enable the student to meet the project requirements of Graduateship Examinations.

Name :

Academic Qualifications :

Professional Affiliations :

Professional/ Work Experience :

Present Designation :

IIIE Membership (if any) :

Address (Office) Address (Residence)

_____ _____

_____ _____

_____ _____

Tel. No. _____ Tel. No _____

I give my consent to guide him/ her for the project

Place:

Date: **Signature of the Guide**