GUIDELINES FOR DISSERTATION

FOR "Non-Doctoral" Students

CENTRE FOR CONTINUING EDUCATION

UNIVERSITY OF PETROLEUM & ENERGY STUDIES, DEHRADUN

Contents

Dissertation Guidelines for "Non-Doctoral" Students
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MEANING AND OBJECTIVES OF DISSERTATION

Dissertation is a careful investigation, inquiry or a report especially through search for new facts in any branch of knowledge. A Dissertation provides the needed information that serves as a guide to make introspection and/or informed decisions to successfully deal with problems. Words such as organized, systematic, factual, objective, rational, scientific inquiry, investigation, etc, are key drivers of the entire Dissertation process.

"Dissertation" is derived from the Latin word dissertation, meaning "discourse". The definition of dissertation is, "it is an extensive (typically written) assignment requiring an in-depth research by the student, which adds notably towards the final evaluation for a degree".

The purpose of dissertation is to understand answers to questions through the application of scientific procedures. Though each dissertation has its own purpose, dissertation objectives may broadly be categorized as:

1. To gain familiarity with a phenomenon or to achieve new insights into it (exploratory or formulative)

2. To portray accurately the characteristics of a particular individual situation or a group (descriptive)

3. To determine the frequency with which something occurs or with which it is associated with something else (diagnostic)

4. To test a hypothesis of a causal relationship between variables (hypothesis testing)

Topic Selection

The most important stage in a Dissertation is narrowing an undeveloped or amorphous interest to a question or series of questions that can be answered. You will require considering the following factors:

-   Is the topic of proposed dissertation of interest to you? Does it challenge you?

-   Is the proposed topic manageable in terms of availability of resources and time (you and your Supervisor)?

Your Dissertation Report should be as far as possible, be a small, self - contained piece of work which can be researched and written in the time available.

Some of the other factors you shall have to consider include:

- Would the proposed topic have any practical value? Is it realistic? Workable? Does it

create a value proposition for the sponsoring organization? How could the organization benefit from the proposed research?

- Would this dissertation lead to the creation of new theoretical exposition on the subject? Basic research is important for building the theoretical foundation of a discipline.

- Is it interdisciplinary? Subject to the scope of the Dissertation topic, however, students are encouraged to examine and incorporate different Management disciplinary perspectives into their report, wherever possible

- Whether you are well equipped in terms of academic background to carry out the research?

- Whether the study falls within your budget? Remember, some projects may involve Frequent domestic and / or international travel, use of expensive and proprietary software, communication costs (telephone, faxing, postage, etc).

- Whether the necessary cooperation can be obtained from those who must participate in research as subjects?

Topic Selection – in the event of Pre-allotted Topics

Sometimes students may be allotted topics by sponsoring organizations. In case of such an event you will necessarily need to have extended sessions with your Corporate Guide (and the concerned internal faculty or resource person) on the topic allotted to you. The crux of such an exercise would be to understand the topic and the study perspective. Usually, for pre-allotted topics, the research perspective would also be pre-defined.

Procedure for Framing the Dissertation Topic - Defining the Problem

The following steps may be adopted while framing the Topic / Title of your dissertation:

- Statement of the problem in a general way

- Understand the nature of the problem

- Surveying the available literature

- Developing the ideas through discussions

- Rephrasing the research problem

WRITING THE DISSERTATION PROPOSAL

Consequent to topic selection, you will need to prepare a Dissertation Proposal (known as the Synopsis in common parlance). This document serves as overview of your research aim(s) and your research plan(Guidelines for Synopsis attached in different PDF)

DISSERTATION REPORT FORMAT AND STRUCTURING

Why Report Writing?

Report writing is considered a major component of the research study for the research task remains incomplete till the report has been presented and/ or written. The purpose of research is not well served unless findings are not made known and effectively communicated to others. Writing of the Dissertation report is the last step in your organizational sojourn and will call upon you to use a somewhat different set of skills than in respect of the earlier stages of research.

You will experience the following stages in the process of writing the Dissertation report:

(a)   Arrangement of subject matter

(b)   Preparation of the first draft

(c)   Fine tuning and preparation of the revised draft

(d)   Preparation of the bibliography; and

(e)   Writing the final draft

A brief mention of each one of these is warranted appropriate.

a.   ***Arrangement of the subject matter:*** You will need to compile, collect and collate all the research effects together as a first step. The approach to develop and collate the subject matter may be either a logical one or a chronological one. The logical approach is based on a flow concept where the subject matter unfolds and leads from one topic to another. The chronological approach, as the name suggests, is in essence, a time based sequencing of subject matter. Once the arrangement of the subject matter has been frozen you may now work on your first draft.

b. ***Preparation of the first draft:*** This is the phase of documenting the entire Dissertation effort. The subject matter, the constructs, the methodology adopted, the process of data collection and analysis, the findings and validation of results, etc will now have to be written as per the arrangement frozen.

c. ***Fine tuning and preparation of the revised draft****:* While writing the first draft, as is natural and quite normal, there will be conflicting thoughts as to the arrangement of subject matter. You need to record such thoughts and doubts separately. While whetting the first draft, look for chinks in the process and logical flow of the subject matter. A revision based on careful scrutiny may make all the difference between a superlative effort and a mediocre one. Remember, your aim is to create a self contained document.

d. ***Preparation of the bibliography:*** The bibliography is a list of books that have in some way been pertinent to the research effort. The list should contain all works that the researcher has consulted. The bibliography may be arranged alphabetically and divided into sections such as books and pamphlets; reports, journals, magazines, periodicals; internet resources, etc.

e. ***Writing the final draft****:* The final draft should be one objective, concise, self contained expression of the subject matter that has been fine tuned with due diligence. You must endeavor to write a relatively technical jargon free report that sustains and maintains reader interest and adds to his/ her knowledge.

Outline and Structure of Dissertation Report

The Dissertation Report will be prepared in the format given below:

I   Cover and Title page

II   Acknowledgement

III Declaration given by the Supervisor

IV   Table of Contents

V   List of Tables and Illustrations

VI   List of Figures

VII Executive Summary/ Abstract

VIII Chapters

IX   Bibliography

X   Appendix

An overview of the contents of each of the Sections mentioned above is discussed hereafter.

I.   *Cover Page:* The Cover Page will contain the following information:

  ▫ Title of Topic

  ▫ The full name of the author

  ▫ The logo or appropriate signage of the University

  ▫ The month and date of submission

  ▫ The qualification in pursuance of which the Dissertation report has been prepared

  Refer to Appendix – I for the prescribed format of the Cover Page

II. *Acknowledgement:* This page is dedication to and recognition of people who have provided valuable support in completing the project. They may include persons from the sponsoring organization, your internal faculty, other industry experts, colleagues, family, etc. Refer to Appendix – II for the prescribed format of the Acknowledgement page.

III. *Declaration by the Supervisor:* The page is a certification by the supervisor of the genuineness and bonafides of the research effort by the student, under his supervision. Refer to Appendix – III for the prescribed format of the Declaration by the Supervisor.

IV. *Table of Contents:* The table of contents (also referred to as the Index) will enlist the various chapters with their headings, subheadings with their page numbers. Refer to Appendix – IV for the prescribed format of the Table of Contents.

V.   *List of Tables and Illustrations:* The tables and Illustrations prepared/ used will be listed separately on this page.

VI. *List of Figures:* Figures include graphs, charts and their variants. They represent a different representation of data and must therefore be listed separately.

VII. *Executive Summary / Abstract:* A brief summary of the report – should be no more than 5% of length of the total text. Think about the abstract as explaining what your report is about in "two hundred words or less." This is directed primarily to readers who are, at least, somewhat familiar with the subject. Therefore, you can use specialized terminology freely without definitions, etc. The Abstract should be single-spaced. The Abstract should not contain footnotes.

VIII. *Chapters:* The main body of the subject matter of your research will be presented here. An indicative chapter plan is given below:

Chapter 1 Introduction: You will introduce the study/ problem/ contemporary work in this chapter. The objectives/ issues/ problem definition/ limitations/ conclusions/ Recommendations are to be elaborated here. The rational for topic selection (as explained earlier) and a schematic overview of the chapters to follow is to be provided. The procedure including the literature survey to identify, establish the problem must also be presented here.

Chapter 2 Literature Review: The scope of this chapter includes:

A brief literature review of the industry/sector and the sponsoring organization should be presented here. You may segregate literature survey into two chapters, one on the review of industry/ sector, and the other on the sponsoring organization. The review should be from recent publications, books, reports, journals, websites, indexes, databases, etc. The presentation of the matter in the literature survey should have a logical direction and flow.

Chapter 3 Research Design, Methodology and Plan: The methods or procedures section is really the core of any of the research study. The activities should be described with as much detail as possible, and the linkages between them between them should be obvious.

In this chapter you will indicate the methodological steps that you have taken to answer every question or to test every question or hypothesis in your study. Make a clear and careful distinction between the dependent and independent variables and be certain they are clear to the reader. Be excruciatingly consistent in your use of terms. Remember that all research is plagued by the presence of confounding variables (the *noise* that covers up the information you would like to have). Such variables should be minimized by various kinds of controls or be estimated and taken into account by randomization processes.

In the design section, indicate Variables you propose to control and how you propose to control them, experimentally or statistically, and Variables you propose to randomize and the nature of the randomizing unit.

Mention the possible sources of error to which your design exposes you to. You will not produce a perfect, error free design (no one can). However, you should anticipate possible sources of error and attempt to overcome them or take them into account in your analysis. Moreover, you should disclose to the reader the sources you have identified and what efforts you have made to account for them.

If the primary data has been gathered using a Questionnaire, the relationship of individual questions, group or set of questions, and trigger questions and other related aspects should be elaborated with the relevant hypothesis.

Some research projects could involve sampling. Be aware that the key reason for concern with

sampling is that of validation - the extent to which the interpretations of the results of the study follow from the study itself and the extent to which results may be generalized to other situations with other people.

Sampling is critical to external validity too. External validity is the degree to which the findings of a study can be generalized to people or situations other than those observed in the study. To generalize validly the findings from a sample to some defined population requires that the sample has been drawn from that population according to one of several probability sampling plans.

In experimentation, two distinct steps are involved:

a.   Random selection, wherein, participants to be included in the sample have been chosen at random from the same population. You will be required to define the population and indicate the sampling plan in detail.

b.   Random assignment, wherein, participants for the sample are assigned at random to one of the experimental conditions.

Another aspect of sampling that you should be aware of while designing your sampling procedure is to check on the extent to which the outcomes of a study result from the variables that were manipulated, measured, or selected rather than from other variables not systematically treated. Without internal validation, your sampling design may be flawed.

You must question yourself on the representativeness of the sample of the survey population (the group from which the sample is selected) and how representative is the survey population of the target population (the larger group to which we wish to generalize)? Perhaps the key word in sampling is representative.

If you have drawn a sample out of convenience (a non-probability sample), rationale and limitations must be clearly provided. If available, outline the characteristics of the sample (by gender, race/ethnicity, socioeconomic status, or other relevant group membership). In case sampling subjects or your sponsoring organization wants confidentiality, you must observe the same. You may like to mention any specific measures taken in this regard.

In the case of a project on the development of a model the underlying framework including the assumptions, constraints, etc should be clearly explained step wise. The procedure for testing and validation of your research tools and the overall research scheme should be elaborated here.

To sum up, this chapter would contain the following things:

  Sources of data,

  Sample size, if any

- Methods of data collection

- Tools and techniques of analysis

Chapter 4 Analysis: In this chapter you shall explain the analysis of the data that you have gathered and processed through the research tools mentioned in the earlier section. The findings in respect of all the questions of the questionnaire are to be tabulated and presented in a graphically.

Chapter 5 Interpretation of Results: This chapter is dedicated to the interpretation of results as obtained in light of the analysis contained in the previous section. You should make comparisons of the results with the original set of assumptions, constructs and hypotheses at the start of the research exercise.

Chapter 6 Conclusion and Scope for Future Work: The conclusions of your study are to be enlisted here. This will require elaboration on major findings or the recommendation of an action plan, as the case maybe. The recommendations can be a marketing plan, a strategic plan or a tactical plan with a long term outlook. Ensure that your recommendations are practical and workable.

IX. **Bibliography:** The sources consulted during the study are listed in this section of the Dissertation Report.

X. **Appendix:** The need for complete documentation generally dictates the inclusion of appropriate appendixes in research documentation. The Appendix section of a report is useful for presenting peripheral information. This is information that relates to report, but would not be appropriate for inclusion in the report.]

You may Appendix the following information:

a. Supplementary & Secondary Reference

b. Other collections, including

   - Original data,

   - Long Tables,

   - Questionnaires & Letters,

   - Interview protocols,

   - Schedules or forms used in collecting data,

   - Case studies & Histories,

- Internet Printout(s)

- Industry Printout(s)

STYLE GUIDE

Writing Style Guidelines

Writing style covers usage, punctuation, spelling, typography, and arrangement of words and phrases in printed materials. It establishes rules to provide a consistent approach to written material. You should follow these guidelines, unless specifically directed otherwise.

Abbreviations and Acronyms

In a formal report, you should avoid using abbreviations, with some exceptions. For example, some commonly used abbreviations are permissible, such as Dr., Mr. or Mrs., vs., Ph.D., etc. However, you should avoid abbreviations such as Prof., Univ., Feb., Tues., etc. The use of an ampersand (&) should be avoided unless it is part of a formal corporate name, such as Progressive Oils & Company. Acronyms are permissible in formal writing, provided the acronym is defined before its use. As an example, you would define TQM as follows: total quality management (TQM). Once you have defined the acronym, you can use the acronym freely in the rest of the report without defining it. If you are preparing a formal report, the acronym should be added to your glossary.

Article and Book Titles

Article titles should appear within quote marks in your text, footnote, and bibliography. The name of a publication (including the name of a journal, magazine, or other serial publication) should appear in italic. Book titles should appear in italic in your text, footnote, and bibliography. Do not underline titles. (In fact, do not underline anywhere in your report.) Article and book titles have certain rules for capitalization. These should be followed, despite what an online citation may show. In title capitalization, the first and last words and all nouns, pronouns, adjectives, verbs, adverbs, and subordinating conjunctions (if, because, as, that, etc.) should be capitalized. Articles (a, an, the) coordinating conjunctions (and, but, or, for, nor), and prepositions are lowercase, unless they are the first or last word of the title.

Capitalization

Use of capital letters should be limited to proper nouns. For example: President A.P.J Abdul Kalam Azad. However, if you were referring to the president of the India, the term president would not be capitalized.

Colloquialisms

Colloquial refers to informal or conversational language that is not used in formal writing.

Commas

The comma is a valuable, useful tool in a sentence because it helps the reader pause in the right places. The rules provided here are those found in traditional handbooks.

1. Use commas to separate independent clauses when they are joined by any of these seven coordinating conjunctions - and, but, for, or, nor, so, yet.

2. Use commas after introductory (a) clauses, (b) phrases, or (c) words that come before the main clause.

3. Use a pair of commas in the middle of the sentence to set off phrases, clauses, and words that are not essential to the meaning of the sentence. Use one comma before to indicate the beginning of the pause and one at the end to indicate the end of the pause.

4. Use commas to separate three or more words, phrases, and clauses written in a series.

5. Use commas to separate two or more coordinate adjectives that describe the same noun.

6. Use commas near the end of the sentence to separate sharply contrasted coordinate elements in the sentence or to indicate a distinct voice pause.

7. Use commas to set off phrases at the end of the sentence that refer back to the beginning or middle of the sentence. These phrases are free modifiers that can appropriately be placed at the beginning, middle, or end of the sentence without causing confusion for the reader.

8. Use commas to set off all geographical names, items in dates (except the months and day), addresses (except the street name and number), and titles in names.

9. Use commas after "he said," etc. to set off direct quotations and after the first part of a quotation in a sentence.

10. Use commas anywhere in the sentence to prevent possible confusion or misreading.

Formatting a Report

The following are guidelines for formatting a report.

-   Top, Bottom Right and Left margins for a page should be 1".

-   1.5 space reports, unless specified explicitly.

Headings

Headings are the titles and subtitles within the actual text. Headings are like the parts of an outline that have been pasted into the actual pages of a report or other document. They are an important feature of writing: they alert readers to upcoming topics and subtopics, help readers find their way around in long reports and skip what they are not interested in, and break up long stretches of straight text.

Headings are also useful for writers. They keep you organized and focused on the topic. When you begin using headings, your impulse may be to haphazardly add headings after you have written the rough draft. Instead, visualize the headings before you start the rough draft, and insert them in as you write.

Any standard office documentation software will provide default heading styles. Using the default headings makes it easier and enables you to automatically generate a table of contents for a report. Or, you can generate your own style. Refer to the pre-set menus on Typefaces and the section on Formatting Features in your documentation software. Headings should not be underlined. Use boldface and/or italics.

Hyphens

When two or more words form a single unit of meaning to modify another word, you should use hyphens to connect the words. For instance - vis-à-vis; face-to-face communication; state-of-the-art technology; salesperson-customer relationship; etc.

Quote Marks and Punctuation

When using quotation marks, punctuation should go inside the quotes. Use double quote marks in all cases, except when you have a quotation within a quotation, in which case you should use a single quote mark.

Possessive Usage

The possessive is used to indicate ownership, e.g., the company's profits. A common error occurs with dates. The following example is incorrect: "In the late 1970's and mid-1980's, with the goal of reducing quality costs, General Electric started implementing Six Sigma.

Spacing

You should allow a single-space following a punctuation mark, such as a period, comma, colon, etc. Using two spaces is a hold-over from the days of using typewriters for reports.

That/Which/Who Usage

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A common mistake in writing is confusing *that* and *which*. *That* is restrictive and *which* is nonrestrictive. Some authorities believe that it does not make any difference. And, others subscribe to the belief that you need to distinguish the two for precise grammar. Be more thoughtful while using these two words.

Typefaces

The recommended typeface for the text of a report is 12-pt. Times New Roman or Book Antiqua or Arial font. For headings, you can use a different typeface. Following are suggested typefaces for headings:

First-level heading: **14-point Times New Roman/ Book Antiqua/ Arial font, Bold**

Second-level heading: **12-point New Roman/ Book Antiqua/ Arial font, Bold**

Third-level heading: ***12-point New Roman/ Book Antiqua/ Arial font, Bold Italic***

Using Numbers

Current usage is that you spell out numbers that can be expressed in one or two words. The exceptions are when you are dealing with technical quantities or amounts, percentages, street addresses, etc.

Footnoting

Footnotes are meant for cross references, citation of authorities and sources, acknowledgement and elucidation or explanation of a point of view.

Footnotes serve two purposes

(a) the identification of materials used in quotations in the report, and

(b) Notice of materials not immediately necessary to the body of the research text, but still of supplemental value.

Foot notes are placed at the bottom of the page on which the reference or quotation which they identify or supplement ends. The convention is to separate footnotes from the text of the report by a space half an inch (0.5") and a line about one and half (1.5") long. Footnotes should be numbered consecutively, usually beginning with 1 in each chapter separately. The number should be superscribed at the end of the quotation.

Bibliography

Bibliographic entries should have a hanging indent. From an esthetic standpoint, it is best to a hanging indent of 0.25" The method of writing bibliography of some of the common sources is

shown below.

Books

i.   Author (s) eg. If Author name is C.R. Kothari, then it will be written as Kothari C.R.

ii. Title

iii. Place of Publication

iv. Publisher

v.   Date of publication

vi. Number of pages referred from "---to---"

Magazines & Journals/ Newspapers

i.   Author(s)

ii. Title of-----

iii. Volume Number

iv. Serial Number

v.   Date of issue

vi. Page number

Internet

i.   Name of the site

ii. Article Name

iii. Name of the Author

Page Numbering

The front matter of a report (title page, table of contents, list of figures, and abstract) uses lower case Roman numerals. The rest of the report uses standard numbering. The same applies to your text and bibliography.

Heading Styles

Headings should be used within your reports to distinguish topics and sections of a report.

Figures and Tables

When using graphics, tables, pictures, and other types of visual devices in a report, you need to provide two elements. One is a caption that identifies the contents of the graphic. The other is to provide documentation for the graphic or table.

REPORT WRITING AND ETHICS

Ethics Involved

To appreciate the manifestations of being ethical, you must know the difference between ethical and unethical practices in report writing. A few concepts are being discussed below. (The definitions are reproduced from the 'Handbook of Technical Writing' by Brusaw et al., St. Martin's Press, 1993.)

Plagiarism

"To use someone else's exact words without quotation marks and appropriate credit, or to use the unique ideas of someone else without acknowledgment, is known as plagiarism. In publishing, plagiarism is illegal; in other circumstances, it is, at the least, unethical. You may quote or paraphrase the words or ideas of another if you document your source. Although you need not enclose the paraphrased material in quotation marks, you must document the source. Paraphrased ideas are taken from someone else whether or not the words are identical. Paraphrasing a passage without citing the source is permissible only when the information paraphrased is common knowledge in a field. (Common knowledge refers to historical, scientific, geographical, technical, and other type of information on a topic readily available in handbooks, manuals, atlases, and other references.)"

Paraphrasing

"When you paraphrase a written passage, you rewrite it to state the essential ideas in your own words. Because you do not quote your source word for word when paraphrasing, it is unnecessary to enclose the paraphrased material in quotation marks. However, the paraphrased material must be properly referenced because the ideas are taken from someone else whether or not the words are identical. Ordinarily, the majority of the notes you take during the research phase of writing

your report will paraphrase the original material. Paraphrase only the essential ideas. Strive to put original ideas into your own words without distorting them."

Quotations

"When you have borrowed words, facts, or idea of any kind from someone else's work, acknowledge your debt by giving your source credit in footnote. Otherwise you will be guilty of plagiarism. Also be sure you have represented the original material honestly and accurately. Direct word to word quotations are enclosed in quotation marks."

Clearly, taking sentences/paragraphs from sources such as journal articles, books, reports, proceedings, theses, reports, and Internet, mixing them to camouflage the source, changing some of the words, or rearranging the sentences is plagiarism.

Picking sentences from various sources to form paragraphs is also plagiarism. Similarly, if there is a thesis/report already submitted and is closely aligned with your work, copying sections such as literature survey, methodology, theory, etc., with or without changes is also plagiarism. As per the current policy the University will host your Dissertation on the website provided the Dissertation is 65% or more original work. You must carry out your own literature survey, write your own interpretation of theory or methodology after reading the relevant material, or quote from earlier reports or the relevant material using quotation marks. If you do not have access to an article (appeared in a language other than English, or in an inaccessible or unavailable journal), but know about its contents through its review or references to its contents in another article, you can refer to this material but you must refer to both the articles.

Taking experimental data and pictures from others' work or from the internet without citing the authors or the website is a far more serious issue. Graphs and schematics already published in a work can be reproduced after taking written permission from the copyright holder. You can alternatively re-plot the same data and prominently cite the authors in the figure/table captions as well as in the text; under no circumstances should you leave a reader with the confusion that this could be your data. The written permission from the author(s), although not necessary, is still a desirable option. It also helps you establish contacts in your field.

When you use programs written by others with or without modifications, the report must clearly bring this out with proper references, and must also reflect the extent of modification introduced by you, if any. A modified program is not entirely yours. Only a program, which you write from scratch, does not require source to be identified. Identification of source in all other cases is must. Standard subroutines (even if public domain) used in your programs must be properly referenced. Although programs need not be appended to the thesis, they must be submitted to your research supervisor in hard copy and other media. Inclusion of a computational flow chart in your thesis is highly recommended, however. The material presented in the thesis must be self-contained. A reader must be able to reproduce your experimental, theoretical, computational, and simulations results based on the information presented in the thesis. You

must mention the names of the suppliers whose chemicals/Instruments were used in the work to allow a reader to setup an experiment. While discussing issues related to computation time, the hardware used must be specified accurately, using processor speed, etc.

GUIDELINES ON BINDING AND FINAL SUBMISSION of DISSERTATION

- 1 Hard Bound Copy of Dissertation to be couriered to Our Delhi Office address, addressed to Respective Program Coordinator

- Soft Copy of Dissertation (.pdf File) and Presentation **(file name should follow – student Name with SAP ID)** on Dissertation to be uploaded in the LMS account.

Following guidelines to be followed while submitting final dissertation

Binding:- Hard Bound (Spiral or Normal File will **NOT** be accepted)
Cover Color:- Black
Content on Cover:- Appendix: I to be printed on cover with Golden Color embossed.
Guide Letter:- Acceptance letter on his company letter head to be included(Original) in hard copy at the time of binding. Appendix: III
Synopsis:- Synopsis contain 15 Marks which will be given on basis of
- On Time submission of Synopsis
- Format (as Provided in the **Guidelines for Synopsis**)
- Content: Quality of Content

Presentation:- Presentation on dissertation contains 15 Marks
- Presentation: Format (as provided in APPENDIX:V) – should be not less than 15 slides and not more than 25 slides, excluding the cover, table of content and final "Thank You" page.
- On Time submission of Presentation.
- Format (as Provided in APPENDIX: V)
- Content: Quality of Content

APPENDIX – I(Title Page)

UPES ONLINE
UNIVERSITY OF TOMORROW

TITLE OF DISSERTATION REPORT

By

(Your Name & SAP ID)

Guided By
(Name, Designation & Organization)

A DISSERTATION REPORT SUBMITTED IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR

MBA < Program Domain Name >

OF

CENTRE FOR CONTINUING EDUCATION

UNIVERSITY OF PETROLEUM & ENERGY STUDIES, DEHRADUN

APPENDIX – II

Acknowledgement

This is to acknowledge with thanks the help, guidance and support that I have received during the Dissertation.

I have no words to express a deep sense of gratitude to the management of _____ (the name of the organization) for giving me an opportunity to pursue my Dissertation, and in particular _____ (name of external project supervisor), for his able guidance and support.

I must also thank _____ (names of one or two executives of the organization who were a major help to you) for his/ her/ their valuable support.

I also place on record my appreciation of the support provided by _____ (name of the Librarian) and other staff of _____ (name of the Library).

Finally, I also thank _____ (name of Computer typist) for typing of the manuscript **(if required).**

Signature
Name of the Student
Residential Address
Telephone/Mobile
e-mail:

Date
Place

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APPENDIX – III

A Declaration by the Guide

On Company Letter Head

Declaration by the Guide

This is to certify that the Mr /Ms _____, a student of (Program), SAP ID _____ of UPES has successfully completed this dissertation report on "_____" under my supervision.

Further, I certify that the work is based on the investigation made, data collected and analyzed by him and it has not been submitted in any other University or Institution for award of any degree. In my opinion it is fully adequate, in scope and utility, as a dissertation towards partial fulfillment for the award of degree of MBA/BBA/B.Sc.

Signature
Name & Designation
Address
Telephone
Mobile
e-mail

Date:
Place

APPENDIX – IV

Table of Contents

APPENDIX-V

Guidelines for Presentation

(Cover Page/SLIDE-1)

UNIVERSITY LOGO

DISSERTATION for the Degree of _____

DISSERTATION TOPIC

       Submitted by: Supervised by:

_____   _____

    Academic Year: _____

Page #

(Table of Content/SLIDE-2)

HEADER (mandatory for all subsequent slides)

Dissertation by: DISSERTATION TOPIC

CONTENTS

EXECUTIVE SUMMARY:
CHAPTER 1   : Introduction
CHAPTER 2   : Literature Review
CHAPTER 3   : Research Design, Methodology & Plan

CHAPTER 4   : Findings & Analysis
CHAPTER 5   : Interpretation of Results
CHAPTER 6   : Conclusion & Scope of Future Work
APPENDICES :