

# **PGDSCM**

**(Post Graduate Diploma in Supply Chain Management)**

## **PROJECT WORK**

### **GUIDELINES FOR STUDENTS**

***(Revised April 2008)***



**Institute of Logistics**

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## **INTRODUCTION**

As a part of the Post Graduate Diploma in Supply Chain Management course, it is mandatory that students should take up a project work for the successful completion of the course.

A Project /Research Report is a written presentation of the work done on a given project /research. It is important to bear in mind that even though the project /research report is submitted only at the end of any given period, in reality it is a culmination of your continuous efforts.

All the candidates of PGDSCM course should prepare a project report on the basis of study carried out by him /her in a business or industrial organisation, indicating possible solution for a typical problem of current interest (Direct or Indirect) in the area of Logistics & Supply-Chain Management.

The report should demonstrate the capacity of the student for some creative potential and original approach to solve the practical problems in today's business or industry with the help of techniques/methods that are studied by the students during the course.

The report can be based on primary or secondary data; it should include data interpretation, planning and design of improved integrated management systems etc. presented in a comprehensive manner with recommendation for solution based on tools and concepts relating to Supply Chain Management.

## **DURATION**

Project work will be starting from the beginning of the fourth semester and candidates should submit the final project report before the end of their fourth semester, as per the schedule, notified.

## **PLACE**

Candidates can do the project in their own organisation or on their own, in any organisation. The project guide can be any senior person from the Logistics and Supply Chain industry (preferably from their own organisation). The profile of the intended guide may be sent along with the project proposal for our approval

## **SELECTION OF PROJECT TITLE**

The project work should necessarily be on a topic related to Logistics or Supply Chain Management, only. A student may even undertake project with objectives in dual areas such as SCM & Finance, SCM & Marketing, SCM & Systems, etc.

The project should address to a specific issue or problem in a specific organization or industry. It should be focused, precise and point to an issue which is being resolved through your project work.

The problem taken up for study /analysis should not be wide, open, vague or general. Think of your title as a mini-abstract. A good title should paint a quick picture for the reader of the key idea(s) of your project. The title can be descriptive and may extend up to 15 words in 3 lines.

The title should be clear and unambiguous. The words you use in your title should clearly reflect the focus of your proposal. The most important words should come first, followed by the lesser important words. Make sure your words are in the correct order.

## **PROJECT PROPOSAL**

Before embarking on the actual study, it is necessary to submit a proposal of the intended Project work, for the approval of the Institute. The Proposal should mention the name and address of the guide and should be brief- not more than 3 pages. A soft copy of the Project Proposal in MS Word must be submitted in a structured format as indicated in **Annexure 1**. The proposal will be returned to the student after approval. The student

should undertake the project work only after written approval (by email) from our institute.

## **PREPARING THE PROJECT REPORT**

Care should be taken to ensure that the quality of the report is of a high order. In general, an ideal project /research report should cover the following:

- 1) Cover Page & Title Page
- 2) Bona fide Certificate
- 3) Declaration
- 4) Table of Contents
- 5) Acknowledgements
- 6) List of Tables & Illustrations
- 7) Abbreviations
- 8) Abstract /Summary
- 9) Introduction
  - a) Company Focus
  - b) Objectives, Scope & Limitations
- 10) Research Design / Methodology
- 11) Review of literature
- 12) Empirical Analysis
- 13) Findings and suggestions
- 14) Conclusions and/or Recommendations
- 15) Appendices
- 16) References
- 17) Glossary

**1. Cover & Title Page:** This is the first page of the report. It should contain the title of the report, name(s), of the author(s), name of the organization and the date on which it is submitted. The format of this page is given at **Annexure - 2**.

2. **Bonafide Certificate (Refer Annexure – 3)**

3. **Declaration (Refer Annexure – 4)**

4. **Table of Contents:** The main function of this section is to give the reader an overall view of the report. The main divisions as well as the subdivisions should be listed in sequence with page numbers they are on. It helps the reader locate a particular topic or sub-topic easily. The charts, diagrams and tables included in the report should be listed separately under a title ‘List of Tables & Illustrations’ with the page numbers. While preparing the table of contents you have to bear in mind the following points:

- Leave a one inch margin to the left, to the right, on the top and at the bottom.
- Write the phrase ‘Table of Contents’ on the top center in CAPITALS.
- Write the number of the item to indicate the sequence of items. After the number, leave three or four spaces and then type the first heading.
- Indent second-order headings by three or four spaces.
- Leave two spaces between main headings and one space between sub-headings.
- An example of a Table of Contents is given below. Please note that till ‘Summary’ the pages are numbered in lower case Roman numerals. From ‘Introduction’ onwards Arabic numerals should be used.

5. **Acknowledgements:** Proper acknowledgement of any help received must be placed on record. There may be a number of persons who might have helped you during the course of the project/research. Customarily, thanks are due to the following persons in the given order:

- a. Head of the Organization
- b. Company Guide
- c. Faculty Guide
- d. Others

6. **List of Tables & Illustrations:** A detailed list of the charts or diagrams or illustrations that would be incorporated in the report should be given along with the page numbers.

7. **Abbreviations:** The abbreviations should be listed in an alphabetical order with the respective expanded forms, e.g. PAQ - Position Analysis Questionnaire.

8. **Abstract or Summary:** Summary is the essence of the entire report. The objective of the summary is to provide an overview of the content. A summary should be independent and should stand alone. It is advisable to write it after the report has been written.

## 9. Introduction

**A. Company Focus:** The first part of the report should describe the company for which the project is undertaken, the core activity of the company and the specific focus of your Project work.

**B. Objectives, Scope and Limitations:** Introduction should provide the context and scope of the report. It should include the objectives, specifying its limitations, methods of enquiry and collecting data, and main finding / conclusion. This serves as a background to the subject of the report that subsequently follows. The reader should be able to get a fair idea about the project/research.

10. **Research Design /Methodology:** This section brings out how the enquiry was carried out, interviews were carried out or if any questionnaire were given. It also looks at how the respondents of the interview were chosen. The data should be presented in an organized and logically sequenced method. Usually it has several sections grouped under different headings and sub-headings. The analysis of the data and description of the activities leading to certain conclusions are contained in this section.

11. **Review of the literature:** Detailed view of related work did in the past by others.

12. **Empirical Analysis:** For developing and using analytical skills, the student should reach to some findings/inferences.

13. **Findings and suggestions:** once if the findings are over by a research/intern these suggestions should be made for the betterment of enterprise. The results should be presented as simply as possible. There are a number of ways:

- Tables
- Graphs
- Pie charts
- Bar charts
- Diagrams

14. **Conclusions and/or Recommendations:** The conclusions and/or recommendations are the most important part of the project/research that is of interest to the reader. These are to be substantiated by the study done during the project period through the analysis and interpretation of the data gathered. It would be helpful to the reader if alternatives, other than the stated conclusions and/or recommendations are projected.

15. **Appendices:** The contents of an appendix are essentially those which support or elaborate the matter in the main report. The matter which is not essential to the main findings but related to the main report is generally presented in the appendix. The report should not depend on this. Given below are items, which normally form part of the appendix:

- (a) flow charts
- (b) the questionnaire
- (c) computations
- (d) glossary of terms etc.

16. **References:** In this section all the references should be given in alphabetical order by the author's last name or, when the author is unknown, by the title of the reference. For instance:

Ages, Warren K., Philip H. Ault, and Edwin Emery. Perspectives on Mass Communication, 2nd ed. New York: Harper & Row, 1992 (for books).

"Time to Call in the Boss" Business Week, July 27 1999, 32-36. (for periodicals).

"www.projects.incindia.org" (for Websites).

17. **Glossary:** A glossary is an explanation of the technical words used in the report. If the number of such words is small, they are generally explained in the footnotes.

### **CHECK LIST FOR PROJECT REPORT**

**Cover** - Has the name of the organization been included?

**Title page** - Does it include the: Title? Author's name? Course details?

**Acknowledgements** - Have you acknowledged all sources of help?

**Table of contents** - Have the main sections been listed in sequence?

**List of Tables and Illustrations** - Have the charts/ diagrams/ illustrations been included with correct page numbers?

**Abbreviations** - Have all the abbreviations used been listed with the expansions?

**Abstract or summary** - Does it state the main task? The methods used? The conclusions reached? The recommendations made?

**Introduction Objectives & Limitations** - Does it state the scope of the report? The limits of the report? An outline of the method? A background of the subject matter?

**Research Design/Methodology** - Does it have? The information about the way the enquiry was carried out? The way the data was collected?

**Review of Literature** - Review of Literature regarding Research work been included?

**Empirical Analysis** - Draw the Inference from sensitivity Analysis of the research work carried out.

**Findings and Suggestions** - Are the illustrations related to the report? Are the illustrations listed clearly? Are they labelled?

**Conclusions and/ or recommendations** - Have the conclusions based on the main idea been drawn? Are the recommendations clear and concise?

**Appendices** - Has all the supporting information been listed?

**References** - Have the references been listed alphabetically? Are the references precise and accurate?

**Glossary** - Does it have the explanation of the technical words?



## MISCELANEOUS

**Size of the Project:** The project report should contain a minimum of 50 pages, excluding the company and product profile.

**Uniqueness of the project:** No two candidates from the same organisation can do an identical project. And no two students can do a project on the same topic.

**Number of copies: One** Hard Bound copy of the project report should be submitted to the Institute before the end semester Examination for the final Semester, as applicable.

### Report Printing:

The size of the page	A4
Font size	12 pt for the report 12 pt bold for Sub-headings 14 pt for Chapter Headings
Spacing between lines	1.5 and single side printing

### Additional Tips:

- ✓ Careful and meticulous proof reading is a must before the project goes for binding. Whenever possible data should be converted into bar charts, Pie-charts, flow diagrams etc. in order to enhance the readability of the report.
- ✓ All pages must be numbered. The relevant page numbers must appear against the corresponding chapter headings in the table of contents.
- ✓ Due caution must be exercised with respect to the names and qualifications of the persons referred to in the report. The initials and spelling must be cross-checked.

The formats for the cover-page, other subsequent pages and certificates to be included in the report are given in **Annexures 2 to 5**. They must be strictly followed without any variation.

## **PROJECT EVALUATION PROCESS**

After receiving the project report in the proper format, the institute will organize evaluation of the project as per the parameters indicated in **Annexure 6** subject to fulfilment of payment of fees submission of report on time.

The student has to appear for Viva Voce as per schedule to be announced by CIL then and there, in person at CIL premises. Out-station candidates desirous of having the Viva Voce on video conferencing mode, should remit to CIL appropriate charges to be notified on case to case. During the Viva Voce, the student should make a power point presentation on the project.

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**Project Proposal Format**

**(First Page)**

- 1. Name of Student**
- 2. Roll no. of student**
- 3. Address for correspondence**  
**Telephone**  
**E-mail**
- 4. Name of Guide**  
**Designation**  
**Address & Telephone**  
**E-mail**

**(Next Page)**

- 5. Proposed title of project**
- 6. Synopsis:** A statement of about one page describing what the project is all about, giving a brief background.
- 7. Objectives:** Stating what the project will accomplish and the possible value addition to the company
- 8. Scope and limitations of the study**
- 9. Proposed Methodology**
- 10. Expected outcome/Conclusion of the study**
- 11. Schedule:** Shall include various components/stages of the project and the expected time frame to complete the project.
- 12. References:** Initial list of books and websites that would be referenced to complete the project

**“PROJECT TITLE”**

**PROJECT REPORT**

Submitted in partial fulfilment of the requirements for the award of the  
**POST GRADUATE DIPLOMA IN SUPPLY CHAIN MANAGEMENT**

**By**

**“STUDENT NAME”**

**“Registration Number”**

**Under the guidance of**

**“ FACULTY NAME WITH QUALIFICATION”**



**INSTITUTE OF LOGISTICS  
CONFEDERATION OF INDIAN INDUSTRY  
CHENNAI – 600042**

**“Month & Year”**

**BONA FIDE CERTIFICATE**

This is to certify that the project report titled “\_\_\_\_\_” is a bonafide record of work carried out by “Mr. /Ms. \_\_\_\_\_” during the final semester from “Month and year” to “month and year”, under my guidance, in partial fulfilment of the requirements for the award of the Post Graduate Diploma in Supply Chain Management by CII INSTITUTE OF LOGISTICS.

Faculty Name:

(Project Guide)

(Signature)

(Head of Institute)

(Signature)



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3.2 .....

**Project Evaluation Parameters (Total Marks 200)**

**Project Proposal / Synopsis Evaluation**

<i>Parameters</i>		<i>Marks</i>
Project Title	-Clarity	2
	-Relevance	2
	-Precision	2
Synopsis	-Project Description	2
	-Brief Background	2
Objectives		2
Scope		2
Limitations		2
Proposed Methodology		2
Expected Outcome / Conclusion		2
Schedule		2
References		1
Student Details with contact particulars		1
Guide Details with contact particulars		1
<b>Grand Total</b>		<b>25</b>



## Project Report Evaluation

<i>Parameters</i>	<i>Marks</i>	<i>Parameters</i>	<i>Marks</i>
Project Title	-Clarity 3	Company Profile	2
	-Relevance 4	Abstract / Summary	2
	-Precision 3	Introduction	2
Cover & First Page Format	- 2	Objectives	2
	-Company name 1	Limitations	2
	-Author Name 1	Research Methodology	5
	-Course details 1	Review of Literature	5
Acknowledgements	2	Proper Data Collection	5
Bona fide Certificate	2	Empirical Analysis	7
Declaration	2	Findings & Suggestions	7
Table of Contents in proper sequence with page No.	2	Conclusions / recommendations	5
List of Tables / Charts With page No.	2	Appendices (tables/ charts/ Questionnaire)	2
		References	2
		Abbreviations / Glossary	2
		<b>Grand Total</b>	<b>75</b>

Presentation

<i>Parameters</i>	<i>Max</i>
Quality of presentation	10
Quality of contents	10
Logical flow	10
Coverage on whole project	10
Communication Skills	10
<b>Grand Total</b>	<b>50</b>

Concept Knowledge (VIVA VOCE)

<i>Parameters</i>	<i>Max</i>
Theoretical knowledge	10
Understanding of concepts	15
Application of concepts	10
Analytical knowledge	15
<b>Grand Total</b>	<b>50</b>