

## **GUIDELINES FOR PREPARING THE SYNOPSIS OF BE (PROJECT)**

### **Part (A) – Guidelines for Editing the Text**

(1) Paper Size – A4 (All the pages shall be typed on one side)

(2) Margins

Left : 1.5”  
Right : 1”  
Top : 1”  
Bottom: 1”

(3) Font size : 12 (In table and figures the font size may be up to 8 depending upon Editing requirements)

(4) Font Type : Arial (Arial Narrow in tables if required), Times Roman New, Calibri(body), Lucida Bright (Size-11), Helvitica

(5) Spacing :

In the running text Minimum 1.15; Maximum 1.50  
Select depending upon the text material and requirement of number of pages if any.

Either After/Before Paragraph - 6 point (depending upon the requirement)

(6) Text & Location of Title of Table & Figures

Table – x : “Title of Table” (Should be mentioned above the table)

Figure – x : “Title of Figure” (Should be mentioned below the figure)

(7) References (if any)

The references should be quoted in following ways -

JOURNAL PAPER -

Partovi F.Y. (1994), “Determining What to Benchmark – An Analytical Hierarchy Approach”, International Journal of Operation Research and Production Management, Vol.14(6), 1994, pp:25\_39.

Singh Rajesh Kumar, Murthy H.R., Gupta S.K.& Dixit A.K.(2007), “Development of Composite Sustainability Performance Index for Steel Industry”, Journal - Ecological Indicators, Elsevier Publishing, Vol.7(1), 2007, pp:565-588,

#### CONFERENCE PAPER

Authors' name Surname, first name & middle name (Year), "Please write the Title of the paper here", Proceedings of the "Please write the title of conference here", Place of Conference, Date of Conference.

e.g.

Walailak Atthirawong and Bart MacCarthy (2001), "An Application of the Analytical Hierarchy Process to International Location Decision-Making", Proceedings of the Twelfth Annual Conference of the Production and Operations Management Society, March 30-April 2, 2001.

#### REPORT

Carter Richard C. and Ronnie Rwamwanja (2006), "Functional Sustainability in Community Water & Sanitation – A Case Study from South-West Uganda", A Report published by Cranfield University, Silsoc for TEARFUND & Church of Uganda, August 2006.

#### BOOK

Saaty T.L.(2000), "Fundamentals of Decision Making and Priority Theory", 2<sup>nd</sup> Edition, RWS Publications Pittsburgh, PA, 2000.

#### WEB SITE VISITED

[www.xyz.com](http://www.xyz.com) visited on date 12/8/2012 at 5.35 pm

#### **Part (B) – Guidelines for the text matter in synopsis**

- Page (1) : Cover page  
Proposed Title of project,  
Name of students in project group in alphabetical order of name  
(Name, Middle Name, Surname) & Roll Number in Small Bracket  
Name of Guide & Co-guide (if any)  
Logo of Institute  
Name of Department  
S.S.V.P.Santha's  
B.S.Deore College of Engineering,  
Deopur, Dhule (MS) 424 005, India
- Page (2) : Index
- Page (3) onward : 1. Background or Introduction  
2. Project Question & Objectives

4. Basic Methodology (Block Diagram)
5. Project Work Schedule (Tabular Form)
6. Resources (or Data) Required for Project Work
7. Expected Outcome
8. References at Initial Level

At Last Page :

Names and signatures of Project Group Members

Name & Signature of Guide