CPCM, NAGPUR
(Approved by AICTE & Affiliated to RTMNU)

Guidelines for Synopsis

I. First decide the area of research and co me - up with some topics of your interest and specialization. Finalize one topic in consultation of your guide.

II. Read the previous researches done on the similar topics. Same can be used as literature review.

III. Synopsis should be of 10- 15 pages with font Times New Roman, Font size for body-12, sub heading - 14, Main heading: 16, Margin 1.5 in left &1 in right, 1. 5 spacing.

a. Cover page: **SEE PAGE NO. 3**

b. Content page : Content page should contain the following:

1. Introduction to the topic: 1- 2 page approximate. (Introduction to the problem of research and also introduction of the organisation)

2. Need of the Study: 1 page approx. (why you have selected the topic and why it is needed to be studied?

3. Literature Review: 1 page (Identify what previous researches have signified on the similar topics and prepare Gap Analysis)

4. Objectives and hypothesis of the study: 1 Page

- Objectives: (This has to be decided in consultation with the Project guide)

- Hypothesis: (Must be Discussed with your project guide)

5. Limitations of the study: ½ page Mention in bullet points what you will not cover in the study, what is presumed etc.

6. Research methodology: Mention here, what methodology you shall use for this study in the following order:

a) Scope of study
b) Research design
c) Sample size
d) Time Span (if research is based on data related to certain time period)
e) Sampling techniques: Random sampling or cluster sampling followed by stratified sampling, convenient sampling, judgmental sampling
f) Sources of data collection: Primary source and Secondary Source

g) Tools & Techniques to be used for analyzing data like mean, Standard Deviation, correlation analysis, Chi square test, T-test et c.

7. Chapterization: 1 Page You have to specify only the title of the chapters which you will prepare for your final project.

Chapter - 1 -Introduction
Chapter - 2 -Literature review
Chapter - 3 - Research Methodology, Objective of the study & Hypothesis
Chapter - 4- Theoretical Frame work
Chapter - 5- Findings & Analysis
Chapter - 6 -Conclusions & Suggestions (or Recommendations)
Chapter - 7 -Limitations of the study
Chapter - 8 -Bibliography

Appendix - Attach questionnaire or any other documents which you have not included in the project.

8. Bibliography: Books, Journals, magazine used by you to prepare the synopsis. Mention the references in the following format.

For books: Author name, Name of the book, Name of publisher, Edition, year of publishing, page no. - (the page which you have referred)

For Journals/magazine: Author Name, Title of the paper, Name of the Journal, Publishing date, Page no.(the page which you have referred.)

For website: Mention the full URL address; don't mention the search Engines like (www. google. com, www. yahooanswers. com, etc. are not references so they should be avoided)

SYNOPSIS

‘‘----- Title------’’

Submitted to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur

In partial fulfillment for the award of the degree of

Master of Business Administration

Submitted by
--- Name of Student ----

Under the Guidance of
--- Name of Guide ----

CPCM, Nagpur
(Approved by AICTE & Affiliated to RTMNU)
Academic Year 2025–26