PROJECT GUIDE
for
Post Graduate Certificate in Inventory Planning and Warehousing System for Engineers

(PGCIPWS)

SCHOOL OF ENGINEERING AND TECHNOLOGY
INDIRA GANDHI NATIONAL OPEN UNIVERSITY
MAIDAN GARHI, NEW DELHI-110 068

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GUIDELINES FOR PROJECT COURSES

(1) Objective

The objective of the project is to help the student develop ability to apply the engineering and technological concepts, tools and techniques to study and attempt to solve any engineering or system problem related to Inventory Planning and Warehousing.

(2) Prerequisite

Student can take up Project Course at the beginning of the Programme..

(3) Types of Project

The project may be from any of the following types:

(i) Comprehensive case study (covering any engineering system related to Inventory Planning and Warehousing).

(ii) Inventory Planning and Warehousing related field-oriented analysis and/or design problems (such as design of mechanical engineering elements/equipment, industrial/engineering processes and systems).

(iii) Engineering management for Inventory Planning and Warehousing

(iv) Location and Layout of warehouse.

(4) Project Guide/Supervisor

There will be two supervisors-one from School of Engineering and Technology, IGNOU (Internal Supervisor) and another having experience in the relevant field (Local Supervisor) from the field at a nearby site/office/industry/college/university.

(a) One local supervisor will be identified by the student preferably from his place of work. The supervisor should have B.E/B.Tech degree in the concerned discipline with at least five years experience or a Masters degree in the relevant field. The supervisor will be responsible for guidance in preparing project proposal, actual performance and monitoring the progress of the work.

(b) Each student will be allotted and attached with an internal supervisor from the faculty at the IGNOU headquarters (SOET) depending on the project area. The supervisor will be responsible for guidance regarding problem formulation and methodology of the project selected by student apart from the evaluation.

Students are advised to send their project synopsis and bio-data of his local guide in the given format which must be duly signed by the local supervisor to the Co-coordinator (Projects). In case the proposed Supervisor is not acceptable to the School, the student shall be advised so and in such cases the student should change the Supervisor before the proposal is considered for approval. In such cases the project proposal would not be considered for approval and the student will submit project proposal afresh with the signature of the new Supervisor, as it will be considered as new proposal. Similarly, if a student wants to change his/her Supervisor for any reason, he/she would be required to submit the project proposal along with the signature of the new Supervisor on a new project proposal proforma. **The local project Supervisor will be paid a token honorarium for guiding the student by the University as per IGNOU norms.**

At any given point of time a local supervisor cannot Supervisor more than five students.

Note: Students are advised to select their supervisors who are active professionals in the relevant area of the selected topic. That is, if the topic is in the area of Inventory Planning and Warehousing System, the supervisor should be from the area of Operations Management and having Industry Experience.

(5) Proposal Formulation

Synopsis of the project should be prepared in consultation with the local Supervisor in the given format**.** The synopsis should clearly state the objective and research methodology of the proposed project to be undertaken. It should have full detail of the rationale, sampling, instrument to be used, limitations, if any, and future direction for further study, etc. as asked in the format.

(6) Project Proposal Submission and Approval

After finalizing the topic and the selection of the local supervisor, student should send the filled in Project Proposal Approval Performa along with one copy of the synopsis and Bio-data of the local supervisor to **The Coordinator (Project), PGCIPWS Programme, School of Engineering and Technology, IGNOU, Maidan Garhi, New Delhi-110 068**. Proposal incomplete in any respect will not be accepted. Students are advised to retain a copy of the synopsis with them.

(7) Communication of Approval

A written communication regarding the approval/non-approval of the project will be sent to the student within two weeks of the receipt of the proposal in the School.

(8) Re-submission of Project Proposal

In case of non-approval of the proposal the comments/suggestions for re-formulating the project will be communicated to the student. In such case the revised project synopsis should be submitted with revised project proposal Performa and a copy of the rejected synopsis and project proposal Performa bearing the comments of the evaluator and P. P. No. (Project Proposal Number) allotted by the School of Engineering and Technology.

(9) Project Reports

The final project report should be submitted before May 31st (If enrolled in January session) or November 30th (If enrolled in July session). Only One copy of the project report is to be submitted to **The Registrar (SED), IGNOU, Maidan Garhi, New Delhi-110 068**. You should have one copy of the project for yourself.
As soon as the student submits the Project Report, a P. R. No. would be allotted to him. One should quote this P. R. No. while corresponding with SED Division regarding project report. The following points may be noted regarding the final project report.

(i) The length of the report may be about 40 to 60 double spaced typed pages (Excluding appendices and exhibits).

(ii) Each project report must adequately explain the methodology adopted and the directions for future study.

(iii) The project report must also contain the following:

(a) Copy of the project proposal approval proforma and synopsis.

(b) Certificates of originality of the work by the local supervisor.

(10) Enquiries

Correspondence regarding the approval and submission of the synopsis, project reports should be addressed to :**The Coordinator, PGCIPWS Programme (Projects), School of Engineering and Technology, IGNOU, Maidan Garhi, New Delhi-110 068** and regarding the results and grade of Project course, it should be addressed to **The Registrar (SED), IGNOU, Maidan Garhi, New Delhi-110 068.**

(11) List of Topics

An illustrative list of topics and project area is enclosed to give you an idea as to what kind of topics could be selected for project work. This list is only indicative and project topics need not be selected from this list only.

SOME IMPORTANT NOTES WHILE PREPARING THE PROJECT PROPOSAL

Send only one copy of the Project Proposal, and retain a copy with you.

"MWRP 01" should be written prominently on the envelope and should be addressed to :**The Coordinator, PGCIPWS Programme (Projects), School of Engineering and Technology, IGNOU, Maidan Garhi, New Delhi – 110 068.**

In all correspondence with the University, quote the Project Proposal Number/Project Report Number, as the case may be, which is given by the University.

Ensure the inclusion of the following items while submitting the Proposal:

(a) Proforma for approval of Project Proposal duly filled in and signed by both the student and local supervisor.

(b) Detailed Bio-data of the local supervisor duly signed by him/her.

(c) Synopsis of the Project

The synopsis of your Project should include the following:

(a) Rationale for the study

(b) Objectives of the study

(c) Methodology to be used for carrying out the study (detailed)

(d) The expected contribution from the study

(e) Limitations, if any, and the direction for future study.

SOME IMPORTANT NOTES WHILE PREPARING THE PROJECT REPORT

(1) The Project Work should be submitted in A-4 Size (29cm × 20cm), typed in double space, in a bound volume.

(2) Before binding the Project report the student should ensure that it contains the following:

(i) Approved Project Proposal Proforma

(ii) Synopsis, and

(iii) The certificate of originality of work by the local Supervisor.

Candidate should submit a statement, certifying that the work is an original one and has not been submitted earlier either to this University or to any other institution for fulfillment of the requirement of a course of study. The above certificate should be countersigned by the local Project Supervisor.

If any Project Proposal is received in the absence of the above, the same will be returned to the student for compliance.

(3) The student should prepare two typed copies of the final project report. One typed copy of the project report is to be submitted to **The Registrar (SED)** of the University by Registered insured post. Student should keep a copy of the project report with them. The project report submitted will not be returned to the student.

(4) Kindly mention on the top of the envelop "**Project Report – MWRP 01".**

Format of Synopsis

(1) Title of the Project

(2) Objective of the study

(3) Rationale of the study

(4) Detailed Methodology to be used for carrying out the study

(5) The expected contribution from the study

(6) List of activities to be carried out to complete the Project (with the help of a bar chart showing the time schedule)

(7) Places/Labs/Equipment and Tools required and planning of arrangements

(8) Problems envisaged in carrying out the project, if any.

Format of Final Project Report

(1) Title of the project

(2) Objective of the study

(3) Methodology of the study

(4) Statement of the problem

(5) Input/data/structure/questionnaire

(6) Analysis/solution/description

(7) Final results

(9) Conclusion

(10) Scope of future study

(11) Bio-data of the student (*One Page*)

List of Broad Project Areas

(1) Inventory Planning and Warehousing

(2) Inventory Control Techniques

(3) Demand Planning

(4) Forecasting Techniques

(5) MRP

(6) MRP II

(7) ERP

(8) Aggregate Production Planning

(9) JIT

(10) Supply Chain Management

(10) Any other research oriented problem related to Inventory Planning and Warehousing.

NOTE : "Dates given therein are relevant only for the current and recently admitted students. In the subsequent semester/year, learners are advised to verify the latest schedule from concerned Regional Centre/University HQ/IGNOU Website. The schedule prescribed at a given time only will be considered valid."

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PROFORMA FOR APPROVAL OF PROJECT PROPOSAL (MWRP 01)

Enrolment No. _____
Study Centre : _____
Regional Centre : _____

Name and Address of the Student : _____
_____
_____

Title of the Project _____
_____
_____

Subject Area : Inventory Planning and Warehousing, Inventory Control, Forecasting, Risk Pooling, MRP, Push-Pull system, JIT, Supply Chain Management, Bullwhip effect, ERP, Aggregate Production Planning, Warehousing, ICT in Warehousing, Security in Warehousing, Recent trends in warehousing, Warehouse costs

Name and Address of the Supervisor _____
_____

Is the Supervisor an Academic Counsellor of Engineering Programme of IGNOU Yes :_____No :_____

If Yes, Name and Code of StudyCentre: and the courses he/she is counseling for and since when _____

No. of student currently working: Under the local supervisor for MWRP 01 (Please refer to point No. 4 in the guidelines) _____
_____

Signature of Student
Date :

Signature of Local Supervisor
Date :

Please do not forget to enclose the synopsis of the project and the Bio-data duly signed by the Supervisor.

For Office Use Only

Synopsis	Supervisor
Approved	Approved
Not Approved	Not Approved

P.P. No. :

Signature of Internal supervisor
Name :
Date :

Signature of
Director/Coordinator (Project)
Date :

Comments/Suggestions for reformulating the Project.

INDIRA GANDHI NATIONAL OPEN UNIVERISTY
STUDENT REGISTRATION & EVALUATION DIVISION
MAIDAN GARHI, NEW DELHI-110 068

REMUNERATION BILL FOR EVALUTIOAN/GUIDANCE OF PROJECT WORK

1. PROGRAMME TITLE : ----------
2. NAME OF EVALUATOR : ----------
3. RESIDENTIAL ADDRESS : ----------
4. DESIGNATION : ----------
5. OFFICIAL ADDRESS : ----------
6. TELEPHONE NO. : OFFICE ---------- RESIDENCE ----------
7. PURPOSE (Tick One) Guidance of Project Work ( ) Evaluation of Project Work ( )

Sl. No.	Project Report No.	Enrolment No. of Candidate	Name of the Student	Amount (Rs.)

Certified that I have Evaluated/Guided the students for their Project Work.

Dated : _____ Signature of the Evaluator _____

Note : The remuneration payable of Evaluation of Project Work is Rs. 300/- per student and for Guidance of Project Work is Rs. 300/- per student.

Certified that (1) The above Project/Supervisor/Project Evaluator was approved and recommended by the concerned school of study and above claim may be admitted.

Dy. Registrar/Asstt. Registrar Section Officer Dealing Assistant