SIR CHHOTU RAM INSTITUTE OF ENGG. & TECH.

Guidelines for the preparation of project report

Follow the guidelines given below for preparing your **project report.**

Order of the contents

1. Front page
2. Declaration
3. Certificate
4. Acknowledgement
5. Abstract
6. Table of Contents
7. List of figures, abbreviations, symbols & tables
8. Main text Chapter Wise
9. Appendices
10. Bibliography or list of references

Paper: Standard paper size A4(297x210mm) should be used for the print outs.

Page number: Page should be numbered consecutively and clearly. No page number should be indicated on title page, supervisors certificates, declaration and acknowledgement, however pages are to counted from title page. From title page to abstract page, <u>roman numbers in lower case</u> should be used. From main text to end of report, <u>Indian numerals</u> should be used. All typing should be on right hand pages only. Page number should be typed in bottom with center alignment.

Margin: Top 1.5", Bottom 1.0" Left 1.5" Right 1.0"

Line spacing: 1.5

Text:

Font: Times new roman, black, size 12 for text, larger font size 16 for major headings & 14 for subheadings.

Heading should be bold. Text should be justified. Before producing the final copies of a project report the candidate should ensure that all the spelling, grammar, punctuation and bibliography is complete and exact.

Chapter headings must begin with new page and must be typed in upper case letters.

Snapshots: 15-20 snapshots should be there in report...

DVD-ROM: All reports should include soft copy on DVD-ROM accompanied with the following:

1) Software used in project(Apache Tomcat/JDK etc).

2) Code of complete project .

3) Complete documentation .

4) Scanned copy of certificate.

5) Running Software

6) There must be another file named "READ.ME". Which must contain the name of each project group member along with the Supervisor's name and abstract of the project.

Abstract:

The abstract is to be in fully-justified text.

Use the word "Abstract" as the title, in 16-point Times, bold type, center aligned, initially capitalized.

The abstract is to be in 12-point. All manuscripts must be in English.

An Abstract is required for every paper; it should succinctly summarize the reason for the work, the main findings, and the conclusions of the study.

The abstract should be no longer than 250 words.

Do not include artwork, tables, elaborate equations or references to other parts of the paper or to the reference listing at the end.

The reason is that the Abstract should be understandable in itself to be suitable for storage in textual information retrieval systems.

Figures: All figure and diagrams must be clearly explained. Name of diagram must be in Times new roman, black, size 16 for text. The text other than name should be Times new roman, black, size 12. Abbreviations used in the figures must be explained in the list of Abbreviations page.

Reference: All the references should be arranged alphabetically or serially as the case may be for quoting in text.

Books

[1] Roger.S.Pressman, "Software engineering", Tata McGraw Hill Publications, New Delhi, Edition 2003.

Websites

[1] www.mitmeerut.ac.in

Print-outs: Title page and snapshots should be colored. Remaining pages should be black and white hand-outs.

Project report preparation & binding;

- ➢ Before taking the final printout, the approval of the concerned guide(s) and project report evaluator (if assigned) is mandatory and suggested corrections, if any, must be incorporated.
- ➢ The total number of reports to be prepared are :
  - o One copy to the department
  - o One copy to the university
  - o Individual copy for each candidate in group
- ➢ Once the print out is taken, it should be duly examined by guide before final binding.
- ➢ After the final approval of the guide, the report should be book bound.
- ➢ The *front cover color coding* is as follows:
  - o ***Navy Blue for IT students***