

**FORMAT FOR  
PREPARATION OF  
UG PROJECT  
REPORT**

# ARRANGEMENT OF CONTENTS

The sequence in which the project report material should be arranged and bound may be as follows:

TITLE PAGE

BONAFIDE CERTIFICATE

ACKNOWLEDGEMENT

TABLE OF CONTENTS

LIST OF FIGURES

LIST OF TABLES

ABSTRACT

GRAPHICAL ABSTRACT

ABBREVIATIONS SYMBOLS

## **Chapter 1: Introduction**

(Including Identification of client & need, Relevant contemporary issues, Problem Identification, Task Identification, Timeline, organization of the report)

## **Chapter 2: Design flow/Process**

Concept Generation, Evaluation & Selection of Specifications/Features, Design Constraints– Regulations, Economic, Environmental, Health, manufacturability, Safety, Professional, Ethical, Social & Political Issues considered in design, Analysis and Feature finalization subject to constraints, Design Flow (at least 2 alternative designs to make the project), Best Design selection (supported with comparison and reason) and Implementation plan ((Flowchart /algorithm/ detailed block diagram).

## **Chapter 3: Results analysis and validation**

Implementation of design using Modern Engineering tools in analysis, design drawings/schematics/ solid models, report preparation, project management, and communication, Testing/characterization/interpretation/data validation.

**Chapter 4: Conclusion and future work** deviation from expected results and way ahead References  
Appendix User manual (Complete step by step instructions along with pictures necessary to run the project) Achievements

The table and figures shall be introduced in the appropriate places.

## **1 PAGE DIMENSION AND BINDING SPECIFICATIONS:**

- The dimension of the project report should be in A4 size.
- The project report should be bound using flexible cover of the thick white art paper.
- The cover should be **printed in black letters** and the text for printing should be identical.

## **2 PREPARATION FORMAT:**

**2.1 Cover Page & Title Page** – A specimen copy of the Cover page & Title page of the project report are given in **Appendix 1**.

### **2.2 Bonafide Certificate**

- The Bonafide Certificate shall be in double line spacing using Font Style Times New Roman and Font Size 14, as per the format in **Appendix 2/2A**.
- The certificate shall carry the supervisor's signature and shall be followed by the supervisor's name, academic designation (not any other responsibilities of administrative nature), department and full address of the institution where the supervisor has guided the student.
- The term '**SUPERVISOR**' must be typed in capital letters between the supervisor's name and academic designation.
- If the project was carried out in an Industry, certificate from the same industry in their format should be attached in the report.

**2.3 Abstract** – Abstract should be one page synopsis of the project report typed double line spacing, Font Style Times New Roman and Font Size 14

### **2.4 Table of Contents**

- The table of contents should list all material following it as well as any material which precedes it.

- The title page and Bonafide Certificate will not find a place among the items listed in the Table of Contents but the page numbers of which are in lower case Roman letters.
- One and a half spacing should be adopted for typing the matter under this head.
- A specimen copy of the Table of Contents of the project report is given in Appendix 3.

## **2.5 List of Tables**

- The list should use exactly the same captions as they appear above the tables in the text.
- One and a half spacing should be adopted for typing the matter under this head.

## **2.6 List of Figures**

- The list should use exactly the same captions as they appear below the figures in the text.
- One and a half spacing should be adopted for typing the matter under this head.

## **2.7 List of Symbols, Abbreviations and Nomenclature**

- One and a half spacing should be adopted or typing the matter under this head.
- Standard symbols, abbreviations etc. should be used.

## **2.8 Chapters** – The chapters may be broadly divided into 3 parts: (i) Introductory chapter, (ii) Chapters developing the main theme of the project work (iii) and Conclusion.

The main text will be divided into several chapters and each chapter may be further divided into several divisions and sub-divisions.

- Each chapter should be given an appropriate title.
- Tables and figures in a chapter should be placed in the immediate vicinity of the reference where they are cited.

## **2.9 Appendices** – Appendices are provided to give supplementary information,

which is included in the main text may serve as a distraction and cloud the central theme.

- Appendices should be numbered using Arabic numerals, e.g., Appendix-1, Appendix-2, etc.
- Appendices, Tables and References appearing in appendices should be numbered and referred to as appropriate places just as in the case of chapters.
- Appendices shall carry the title of the work reported and the same title shall be made in the contents page also.

## **2.10 List of References**

- The listing of references should be typed 4 spaces below the heading “REFERENCES” in alphabetical order in single spacing left – justified.
- The reference material should be listed in the alphabetical order of the first author.
- The name of the author/authors should be immediately followed by the year and other details.

A typical illustrative list given below relates to the citation example quoted above.

## **REFERENCES**

1. Aripionammal, S. and Natarajan, S. (1994) ‘Transport Phenomena of Sm Sel – X Asx’, Pramana – Journal of Physics Vol.42, No.1, pp.421-425.
2. Barnard, R.W. and Kellogg, C. (1980) ‘Applications of Convolution Operators to Problems in Univalent Function Theory’, Michigan Mach, J., Vol.27, pp.81– 94.
3. Shin, K.G. and Mckay, N.D. (1984) ‘Open Loop Minimum Time Control of Mechanical Manipulations and its Applications’, Proc.Amer.Contr.Conf., San Diego, CA, pp. 1231-1236.

## **2.11 Table and figures**

- By the word Table, is meant tabulated numerical data in the body of the project report as well as in the appendices.

- All other non-verbal materials used in the body of the project work and appendices such as charts, graphs, maps, photographs and diagrams may be designated as figures.

#### **4 TYPING INSTRUCTIONS:**

- The impression on the typed copies should be black in colour.
- One and a half spacing should be used for typing the general text. The general text shall be typed in the Font style 'Times New Roman' and Font size 12.
- Name of the Chapter shall be typed in the Font style 'Times New Roman', BOLD and Font size 16.
- Heading shall be typed in the Font style 'Times New Roman', BOLD and Font size 14.
- Sub - Heading shall be typed in the Font style 'Times New Roman', BOLD and Font size 12.

# CHAPTER-No

(Size-16, New times Roman, BOLD, Centered)

## NAME OF CHAPTER

(Size-16, New times Roman, BOLD, Centered)

### 1.1. Main Heading (Size-14, New times Roman, BOLD, Left Aligned)

Paragraph Text (Size-12, New times Roman, Line spacing, 1.5, Justified)

#### 1.1.1. Subheading (Size-12, New times Roman, BOLD, Left Aligned)

Paragraph Text (Size-12, New times Roman, Line spacing, 1.5)

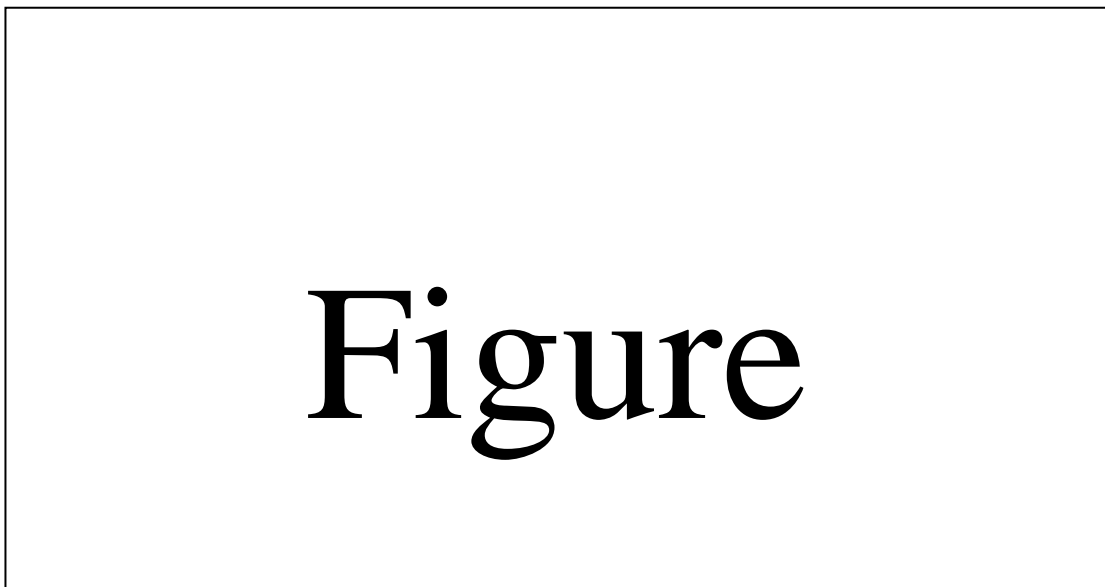


Figure 1: Title of the Figure (Size-10, New times Roman, BOLD)

Table 1: Caption of the Table (Size-10, New times Roman, BOLD)


# SAMPLE DOCUMENT



# **TITLE OF PROJECT REPORT**

<Font Size 18><1.5 line spacing><Font Style Times New Roman – Bold>

## **A PROJECT REPORT**

<Font Size 14><Font Style Times New Roman – Bold>

*Submitted by*

<Font Size 14><Italic><Font Style Times New Roman – Bold>

## **NAME OF THE CANDIDATE(S)**

<Font Size 16><Font Style Times New Roman – Bold>

*in partial fulfillment for the award of the degree of*

<Font Size 14><1.5 line spacing><Italic><Font Style Times New Roman – Bold>

## **NAME OF THE DEGREE**

<Font Size 16><Font Style Times New Roman – Bold>

**IN**

**BRANCH OF STUDY**

<Font Size 14><Font Style Times New Roman>



**Chandigarh University**

**MONTH & YEAR**

<Font Size 14>

# **TITLE OF MINI PROJECT REPORT**

## **A PROJECT REPORT**

*Submitted by*

John Doe (UID) Jane Doe (UID)

*in partial fulfillment for the award of the degree of*

## **BACHELOR OF ENGINEERING**

**IN**

**ELECTRONICS ENGINEERING**



MAY 2023



## **BONAFIDE CERTIFICATE**

<Font Style Times New Roman – size -16>

<Font Style Times New Roman – size -14>

Certified that this project report “..... **TITLE OF THE PROJECT.....**” is the bonafide work of “.....**NAME OF THE CANDIDATE(S).....**” who carried out the project work under my/our supervision.

<<Signature of the HoD>>

**SIGNATURE**

<<Signature of the Supervisor>>

**SIGNATURE**

<<Name of the Head of the Department>>

**HEAD OF THE DEPARTMENT**

<<Name>>

**SUPERVISOR**

<<Academic Designation>>

<<Department>>

<<Department>>

Submitted for the project viva-voce examination held on\_

**INTERNAL EXAMINER**

**EXTERNAL EXAMINER**

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# **CHAPTER 1.**

## **INTRODUCTION**

### **1.1. Client Identification/Need Identification/Identification of relevant Contemporary issue**

- Justify that the issue at hand exists through statistics and documentation
- it's a problem that someone needs resolution (consultancy problem)
- the need is justified through a survey or reported after a survey
- Relevant contemporary issue documented in reports of some agencies

### **1.2. Identification of Problem**

Identify the broad problem that needs resolution (should not include any hint of solution)

### **1.3. Identification of Tasks**

Define and differentiate the tasks required to identify, build and test the solution. (Should be able to build a framework of the report, identify the chapters, headings and subheadings)

### **1.4. Timeline**

Define the timeline (preferably using a Gantt chart)

### **1.5. Organization of the Report**

Give a brief what should be expected in each of the chapters



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## **CHAPTER 2.**

### **DESIGN FLOW/PROCESS**

#### **2.1. Evaluation & Selection of Specifications/Features**

Critically evaluate the features identified in the literature and prepare the list of features ideally required in the solution.

#### **2.2. Design Constraints**

Regulations/Economic/Environmental/Health/manufacturability/Safety/Professional/Ethical/Social & Political Issues/Cost considered in design.

#### **2.3. Analysis and Feature finalization subject to constraints**

Remove, modify and add features in light of the constraints.

#### **2.4. Design Flow**

At least 2 alternative designs/processes/flow to make the solution/complete the project.

#### **2.5. Design selection**

Analyze the above designs and select the best design based supported with comparison and reason.

#### **2.6. Implementation plan/methodology**

Flowchart/algorithm/ detailed block diagram

## **CHAPTER 3.**

### **RESULTS ANALYSIS AND VALIDATION**

#### **3.1. Implementation of solution**

Use modern tools in:

- analysis,
- design drawings/schematics/ solid models,
- report preparation,
- project management, and communication,
- Testing/characterization/interpretation/data validation.

## **CHAPTER 4.**

### **CONCLUSION AND FUTURE WORK**

#### **4.1. Conclusion**

Should include expected results/ outcome, deviation from expected results and reason for the same

#### **4.2. Future work**

Should include the Way ahead (required modifications in the solution, change in approach, suggestions for extending the solution.

## REFERENCES

## **APPENDIX**

# **USER MANUAL**

(Complete step by step instructions along with pictures necessary to run the project)