

## **Guidelines for preparation of project reports and success stories**

For the preparation of project report, the following points to be noted:

- (i) The title of the project report should not exceed 150 characters.
- (ii) The title must match with the title written in the abstract sheet.
- (iii) There should not be any spelling mistakes in the title/abstract.
- (iv) Each report should contain the following in the order given below:
  - 1. Cover
  - 2. Title Page
  - 3. Acknowledgements
  - 4. Abstract sheet
  - 5. Table of contents
  - 6. Introduction
  - 7. Main text
  - 8. Conclusions and /or recommendations
  - 9. Appendices (if necessary)
  - 10. References
  - 11. Glossary

The format of Cover, Title Page and Abstract Sheet are given in Appendices-A, B and C respectively. These formats should be followed strictly.

A REPORT  
ON  
(Title of the Project in Capital Letters)

BY

Name(s) of the  
Student(s)

ID.No.(s)

---

---

---

---

---

---

AT

(Station Name and Centre)

A Practice School-I Station of

**BIRLA INSTITUTE OF TECHNOLOGY & SCIENCE, PILANI**

**(Month, Year)**

**A REPORT**  
**ON**  
**(Title of the Project in Capital Letters)**

**BY**

Name(s) of the  
Student(s)

ID.No.(s)

Discipline(s)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Prepared in partial fulfillment of the  
Practice School-I Course Nos.  
BITS C221/BITS C231/BITS C241

**AT**

(Station Name and Centre)

A Practice School-I Station of

**BIRLA INSTITUTE OF TECHNOLOGY & SCIENCE, PILANI**  
**(Month, Year)**

Format of an Abstract Sheet

**BIRLA INSTITUTE OF TECHNOLOGY AND SCIENCE PILANI  
(RAJASTHAN)  
Practice School Division**

**Station:** ..... **Centre** .....

**Duration** ..... **Date of Start**.....

**Date of Submission** .....

**Title of the Project:**

**ID No./Name(s)/  
Discipline(s)/of  
the student(s)**

**Name(s) and  
designation(s)  
of the  
expert(s):**

**Name(s) of  
the PS  
Faculty:**

**Key Words:**

**Project Areas:**

**Abstract:**

Signature(s) of Student(s)

Date

Signature of PS Faculty

Date

### **Guidelines for Success Story:**

It is observed that many of the PS-I students, not just meet stated learning outcomes, but also go that extra mile and contribute to the PS stations. Hence, it is suggested that a project can be nominated for “PS-I success story”, if it meets in addition to the defined learning outcomes of PS-I course and its outcomes should be attested by the faculty and station authorities, as one, “benefitting the organization”.

Contributions benefitting the organizations could be (not limited to) those efforts leading to:

1. Increased productivity
2. Increased revenue
3. Innovations
4. Increased quality of a product/ service
5. Researched and reliable information availability on relevant subjects, to the station, leading to paper publications, establishing IP etc.

In conclusion, it is proposed that any PS-I success story, not only leads to student learning outcomes being met, but also leads to quantifiable benefits to the practicing station.

### **Template for Success Stories:**

Station Name:

Project Domain:

Project Title:

Student(s) Name:

Typical benefits to PS station:

Any other information: