

# Project Work Guidelines

*Last updated on 16. Dec. 2016*

All BE students are required to complete a project work – called one, minor or major project worth 1, 3 or 5 credit hours respectively in different semesters - as a part of the requirements of the degree.

Students must work in a team generally of 2-4 members and defend their project proposal, work progress and the final work as the team. The project may be carried out using any hardware and software tools relevant to their study and practically useful in daily life e.g. robotics, mobile computing, programming language, scientific application, information system, games, simulations etc. etc. Students are required to do thorough analysis, design, coding, testing of the system/work they develop/do.

## Project Work Timing, Schedule and Activities

Activities	Dates
Project Proposal defense	Beginning of the semester
Mid Term Progress	Middle of the semester
Final Project Presentation+ Report Submission	End of Semester

## Project Work Proposal

The students are required to come up with a conceptual framework for their project work which must be documented in the form of a Proposal.

The Project proposal should contain the following sections (not exceeding 8-10 pages): -

- Title page
- Abstract (with keywords) – 250 words
- Problem Statement
- Project Objectives
- Significance of the study
- Scope and Limitations
- Literature Study/Review (present if any)
- Proposed Methodology/ Technical description of the Project
- Proposed Performance Analysis Methodology and Validation Scheme
- Proposed Deliverables/Output
- Project Task and Time schedule
- Bibliography/References

## Mid-term Progress Report

Students are required to come up with design documents which shall comprise of architectural design of the proposed system. The mid-term report should be built on the proposal document with adding sections of your work. An Appendix section may be included at the end of the document if you decide to include documents (like source codes of program, installation and operation procedure of the experiment, or details of results or anything that is related to their project work). The work done so far must be justifiable.

The mid-term report shall contain the following sections: -

- Title page
- Abstract (with keywords) – 250 words
- Problem Statement
- Project Objectives
- Significance of the study
- Scope and Limitations
- Literature Study/Review
- Methodology
- Tasks Done so far // new section //
- Results and Discussion // new section //
- Performance Analysis and Validation
- Tasks Remaining // new section //
- Deliverables/Output
- Task and Time schedule
- Bibliography/References

## Final Project Report

The final project report is prepared by completing the section of the work detail and adding some more sections like – conclusion and further works. The final draft document should contain the following sections: -

- Hard cover page with labeled side pane (only after the successful defense)
- Title page
- Acknowledgement
- Abstract (with keywords) – 1 page (max 250 words)
- Table of Contents
- List of Figures
- List of Tables
- Introduction
  - Problem Statement
  - Objectives
  - Significance of the study
- Methodology
- Literature Study/Review
- ***(Sections of your work details go here)***
- Conclusion
- Further Works / Recommendations
- Bibliography / References
- Appendix (if any)

## The Title Page

The title page should comply with the standard provided by the college. Font size of the text on the cover page should be 14 pt Times New Roman and the report title 16 pt. The college logo should be present; the college name should be 20 pt in size of Arial black font. The sample of the title page is shown below: -

A {Major/Minor} Project {Proposal/Mid-term/Final} Report on  
**{Title}**

Submitted in Partial Fulfillment of the Requirements for  
the Degree of **{Name of Degree}**  
under Pokhara University

Submitted by:  
**{Student's Name, Roll No.}**  
**{Student's Name, Roll No.}**

Under the supervision of  
**{Name of Supervisor}**

Date:  
{dd mmm yyyy}



Department of { Name of your Department }  
**NEPAL COLLEGE OF  
INFORMATION TECHNOLOGY**

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Balkumari, Lalitpur, Nepal.

### Format of the Project Report:

Paper size:	A4 Plain white
Print at:	Single side (odd pages) only
Page Layout:	
Orientation:	Portrait
Margin:	1" each of Left, Right, Top and Bottom
Binding Offset:	0.5" at the left (i.e. gutter margin)
Spaces between lines:	1.5 lines
Paragraph spacing:	6 pt. before and after
Page numbers:	At the bottom centre showing total no. of pages e.g. [15/58]
Headers:	Title of the Project
Document contents:	
Normal text:	Font name: Times New Roman Font size: 12 pt. Font style: Regular
Headings:	Stepwise increment from the normal text, but should not exceed the size of the report title. Font style may be Italic and/or Bold faces
Figures and Tables:	Should be centre aligned, have captions with figure numbering
Equations and Formulae:	Should be centre aligned and have equation nos at the right margin
Document organization:	Section should start on a new page Section headings should be numbered in Legal style

**Note:-** Page numbers from **Acknowledgement** section to **List of Table** section should be in **Roman (I,II,III.....)** and from **Introduction** section should be in **Hindu Arabic (1,2,3.....)**.

### Addendum: Contents of Project 1 {applicable for 4<sup>th</sup> semester projects}

Proposal document of Project 1 (which is undertaken by 4<sup>th</sup> semester engineering students) may contain the following contents: -

- Title page
- Abstract with keywords – 250 words max
- Introduction
- Motivation / Problem statement
- Project Objective
- Scope and Importance of the Project
- Literature Review (present if any)
- Methodology/ Technical description of the Project
- Deliverables/ Expected Outcomes
- Task and Time schedule
- Bibliography/Sources

Format of the final report of the Project 1 is the same as that of Major / Minor projects.