

GUIDELINES FOR THE PREPARTION OF PROJECT REPORT

ARRANGEMENT OF THE CONTENTS

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

1. Cover Page and Title page
2. Bona fide Certificate
3. Abstract
4. Acknowledgement
5. Table of Contents
6. List of Tables
7. List of Figures
8. List of Symbols and Abbreviations
9. Chapters
10. References

The Tables and Figures should be included at appropriate places .

PAGE DIMENSIONS AND MARGIN

Standard A4 Size (297 mm x 210 mm) bond paper may be used for preparing the copies.

The final report should have the following page margins:

Top edge	:	30 to 35 mm
Bottom edge	:	25 to 30 mm
Left side	:	35 to 40 mm
Right side	:	20 to 25 mm

The report should be prepared on good quality white paper preferably not lower than 80gsm. Tables and Figures should conform to the margin specifications. Large size Figures should be photographically or otherwise reduced to the appropriate size before insertion.

The headings of all items from 2 to 10 listed above should be typed in capital letters without punctuation and centered 50 mm below the top of the page. The text should commence 4 spaces below this heading. The page numbering for all items from 1 to 8 should be done using lower case Roman numerals and the pages

thereafter should be numbered using Arabic numerals.

Abstract - Abstract should be an essay type of narration outlining the problem, methodology used for tackling it and a summary of the findings. This shall be typed in double line spacing using Font Style Times New Roman and Font Size 13.

Acknowledgement – It should be brief and should not exceed one page when typed in double spacing.

Table of Contents - The Table of contents should list all captions following it as well as any caption which precedes it. The title page, Bona fide Certificate and Acknowledgment 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

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.

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.

List of Symbols and Abbreviations - One and a half spacing should be adopted for typing the matter under this head. Standard symbols, abbreviations, etc. should be used. The list should be arranged alphabetically with respect to the contents on the right side.

REFERENCES

The listing should be typed 4 spaces below the heading "REFERENCES" in single spacing. 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 other details and year.

Tables and Figures – “Table” means tabulated numerical data. All other non-verbal material used in the report such as charts, graphs, maps, photographs and diagrams may be designated as Figures.

- A Table or Figure including caption should be accommodated within the prescribed margin limits and appear on the page following the page where their first reference is made.
- Tables and Figures on half page or less in length may appear on the same page along with the text. However, they should be separated from the text both above and below by triple spacing.
- Two or more small Tables or Figures may be grouped if necessary in a single page.

TYPING INSTRUCTIONS

General

The main text shall 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.

A sub-heading at the bottom of a page must have atleast two full lines below it or else it should be carried over to the next page.

The last word of any page should not be split using a hyphen. One and a half spacing should be used for typing the general text. The general text shall be typed in Font Style Times New Roman and Font Size 13. Single spacing should be used for typing References

Chapters

The format for typing Chapter headings, Division headings and Sub-division headings are explained by the following illustrative examples.

Chapter heading	:	CHAPTER 1
		INTRODUCTION
Division heading	:	1.1 OUTLINE
Sub-division heading	:	1.1.1 Literature Review

The word CHAPTER without punctuation should be centered 50 mm down from the top of the page. Two spaces below, the title of the chapter should be typed centrally in capital letters. The text should commence 4 spaces below this title, the first letter of the text starting 20 mm inside from the left hand margin.

The division and sub-division captions along with their numberings should be left justified. The typed material directly below division or sub-division heading should commence 2 spaces below it and should be offset 20 mm from the left hand margin. Within a division or sub-division paragraphs are permitted. Next paragraph should commence 3 spaces below the last line of the preceding paragraph, the first letter in the paragraph being offset from the left hand margin by 20 mm.

NUMBERING INSTRUCTIONS

Page Numbering

All page numbers (whether it be in Roman or Arabic numbers) should be typed without punctuation on the upper right hand corner 20 mm from the top with the last digit in line with the right hand margin. The preliminary pages (such as Title page, Acknowledgement, Table of Contents, etc.) should be numbered in lower case Roman numerals. The title page will be numbered as (i) but this should not be typed. The page immediately following the title page shall be numbered as (ii) and it should appear at the top right hand corner as already specified. Pages of main text, starting with Chapter 1 should be consecutively numbered using Arabic numerals.

Numbering of Chapters, Divisions and Sub-Divisions

The numbering of chapters, divisions and sub-divisions should be done using Arabic numerals only and further decimal notation should be used for numbering the divisions and sub-divisions within a chapter. For example sub-division 4 under division 3 belonging to chapter 2 should be numbered as 2.3.4. The caption for the sub-division should immediately follow the number assigned to it.

Every chapter beginning with the first chapter should be serially numbered using Arabic numerals.

Numbering of Tables and Figures

Tables and Figures appearing anywhere in the report should bear appropriate numbers. The rule for assigning such numbers is illustrated by an example. Thus, if a Figure in Chapter 3, happens to be the fourth then assign 3.4 to that Figure. Identical rules apply for Tables except that the word Figure is replaced by the word Table.

Numbering of Equations

Equations appearing in each Chapter should be numbered serially, the numbering should commence afresh for each Chapter . Thus for example, an equation appearing in Chapter 4, if it happens to be the eighth equation in that Chapter should be numbered as (4.8) thus:

$$\left[\frac{\partial}{\partial x} \left[\frac{p^2}{h} \right] + \frac{\partial}{\partial y} \left[\frac{pq}{h} \right] = -gh \frac{\partial \eta}{\partial x} - k \frac{\sqrt{p^2 + q^2}}{h^2} p + \frac{1}{\rho_w} \left[\frac{\partial}{\partial x} (h \tau_{xx}) + \frac{\partial}{\partial y} (h \tau_{xy}) \right] \right] \quad (4.8)$$

While referring to this equation in the body of the report it should be referred to as Equation (4.8).