**Capstone Project Report Guidelines**

Following are the guidelines for the preparation of 7th Sem Capstone Project Report.

**PAPER:** Use A4 (210mm X 297mm) Paper.

**MARGINS:** Margins for pages including the regular text should be as below:

Left : 1.25 Inches

Right : 1.0 Inch

Top : 1.0 Inch

Bottom : 1.0 Inch

**CONTENTS:** Following should be the order of contents for the report. This order should be

strictly maintained.

I. Cover Page

II. First Page

III. College Certificate

IV. Company Certificate

V. Candidate’s Declaration

VI. Acknowledgement

VII. Abstract

VIII. List of Figures (Format given at the end)

IX. List of Tables (Format given at the end)

X. List of Symbols, Abbreviations and Nomenclature

XI. Table of Contents (Format given at the end)

XII. Chapters 1 to n

XIII. Appendix (optional)

XIV. References / Bibliography

1. Cover Page & Title Page – A specimen copy of the Cover page & Title page of the project report are given in Appendix 1.
2. Certificate – The Certificate shall be in double line spacing using Font Style Times New Roman and Font Size 14, as per the format in Appendix 2 (Institute Certificate).
3. Declaration – The candidate’s declaration shall be in double line spacing using Font Style Times New Roman and Font Size 14, as per the format in Appendix 4.
4. Acknowledgement - The Certificate shall be in double line spacing using Font Style Times New Roman and Font Size 12
5. Abstract – Abstract should be one page synopsis of the internship report typed 1.5 line spacing, Font Style Times New Roman, italics and Font Size 14. It should contain the objectives of the internship.
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. A specimen copy of the Table of Contents of the project report is given in Appendix 5. Figure copied from some paper or website has to be captioned with “Courtesy of \_\_ \_”
7. 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. A specimen copy of the Table of Contents of the project report is given in Appendix 6.
8. 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. A specimen copy of the Table of Contents of the project report is given in Appendix 7.
9. 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 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 8.
10. Chapters – The chapters may be broadly divided as given in Appendix 9. The main text will be divided into several chapters and each chapter may be further divided into several divisions and sub-divisions, as required.

* 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.
* Footnotes should be used sparingly. They should be typed single space and placed directly underneath in the very same page, which refers to the material they annotate.

1. 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 at 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.

1. 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.

Website citation has to be very specific not like ‘google.com’ or ‘wikipedia.org’.

Figure copied from some paper or website has to be captioned with “Courtesy of \_\_\_”.

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

REFERENCES Example:

1. Ariponnammal, S. and Natarajan, S. (1994) ‘Transport Phonomena 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.

**FOLLOWING MUST BE STRICTLY FOLLOWED**

TOP-LEFT CORNER : Project ID of the Team

TOP-RIGHT CORNER : Chapter Heading

BOTTOM-LEFT CORNER : Drs. Kiran & Pallavi Patel Global University

BOTTOM-CENTER : Page number

BOTTOM-RIGHT CORNER : Krishna School of Emerging Technology & Applied Research.

**NUMBERING**

All pages in the report except the cover pages and dedication page must be numbered. All

the page numbers should be located at the BOTTOM CENTER of the page.

The page numbering starting from candidate’s declaration up to the beginning of the chapters

should be numbered in small roman letters, i.e. i, ii, …

The page numbering starting from the beginning of Chapter 1 up to the end of the report,

should be numbered in Arabic numerals, i.e. 1,2, 3,….

**PREPARATION OF CHAPTERS**

**Color:**

All the text including Tables should be Black prints. However, Graphs and Figures can have

color prints.

**Font :**

**Chapter Headings :** Times New Roman 16pts, bold print all capitals

**Section Headings :** Times New Roman 14 pts, bold print all capitals

**Subsection Headings :** Times New Roman 12 pts, bold print leading capitals (only first letter in each word should be capital

**Regular Text :** Times New Roman 12 pts, normal prints

**Special Text :** Times New Roman Italics 12 pts (for foot notes, symbols, quotes, Mathematical notations….)

**SPACING/ALIGNMENT**

Use 1.5 spacing between lines of regular text

Use double spacing between:

1. Paragraphs

2. Chapter title and section Heading

3. Section heading and paragraphs

4. Table Title and Table

5. Figure Title and Figure

Use single spacing between:

1. text corresponding to bullets, listing and quotes in the main body of text

All paragraphs in the report are to be fully justified from the first line to the last line and should

start from left without any hyphenation/indent. Text corresponding to bullets, listings and

quotes in the main body of text should be indented.

All paragraphs in the report are to be fully justified from the first line to the last line and should start from left without any hyphenation/indent. Text corresponding to bullets, listings and quotes in the main body of text should be indented.

**SECTION/SUBSECTION NUMBERING**

Section numbering should be left justified using bold print with Arabic numerals and decimals.

Section numbering: <Chapter.Section number> <3 blanks> Section heading

Example: 1.1, 2.1

Subsection numbering: <Chapter.Subsectionnumber>

Example: 1.2.1

**FIGURES:** Figures should follow immediately after/on immediate next page after they are referred to for the first time in the text. Figure headings should be given at the bottom of the figure. All the figures in landscape format must be placed in such a way that their top portions are to the left side of the page. However, numbering should be at the bottom of the report for landscape page (similar to the next page). All figures are to be central aligned on the page.

Format for Figure Heading:

Fig. <blank> Chapter number. Figure Serial number <3 blanks> Figure title (center aligned, leading caps).

Example:

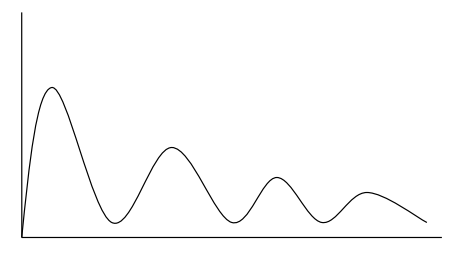


Fig 6.13 Typical Component Event

**TABLES:** Tables should follow immediately after/on immediate next page after they are referred to for the first time in the text. Table heading should be given at the top of the table. All the tables in landscape format must be placed in such a way that their top portions are to the left side of the page. However, numbering should be at the bottom of the report for landscape page. All tables are to be central aligned on the page.

Format for Table heading:

Table <blank> Chapter number. Table Serial number <3 blanks> Table Title (center aligned,

leading caps)

Example:

Table 6.13 Comparison of methods

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**BINDING :**

The report should be Hard Bounded. The cover should be black and print in gold letters and the text for printing should be identical.

**Appendix 1**

**[TITLE OF PROJECT]**

<Font Size 18><1.5 line spacing>

**A PROJECT REPORT**

<Font Size 14>

***Submitted by***

<Font Size 14>

**[NAME OF CANDIDATE]**

**[ENROLLMENT NUMBER]**

*<Font Size 14>*

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

<Font Size 14><1.5 line spacing><Italic>

**BACHELOR OF TECHNOLOGY**

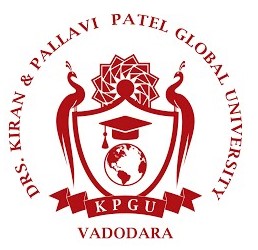
<Font Size 16>

***in***

**[Information Technology]**

**[Krishna School of Emerging Technology & Applied Research]**

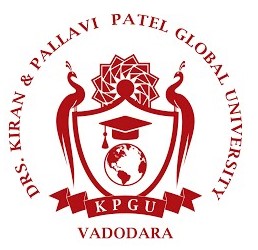
<Font Size 14>



**Drs. Kiran & Pallavi Patel Global University, Vadodara**

<Font Size 16><1.5 line spacing>

**[Month, Year]**

**Appendix 2**



**Krishna School of Emerging Technology & Applied Research**

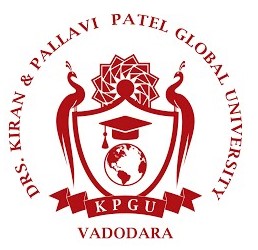
**CERTIFICATE**

This is to certify that the project report submitted along with the project entitled <Project Title> has been carried out by <Name of Student> under my guidance in partial fulfillment for the degree of Bachelor of Technology in <Name of the Branch>, 7th Semester of Drs. Kiran & Pallavi Patel Global University during the academic year 2024-25.

<Sign> <Sign>

<Name of Internal Guide> <Name of Head of the Department>

Internal Guide Head of the Department

**Appendix 4**



**Krishna School of Emerging Technology & Applied Research**

**DECLARATION**

We hereby declare that the Project report submitted along with the Project entitled <Project Title> submitted in partial fulfillment for the degree of Bachelor of Technology in <Name of the Branch> to Drs. Kiran & Pallavi Patel Global University, Vadodara, is a bonafide record of original project work carried out by me / us at <Institute Name> under the supervision of <Internal Guide Name> and that no part of this report has been directly copied from any students’ reports or taken from any other source, without providing due reference.

Name of Student Sign of Student

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix 5**

**List of Figures**

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**Appendix 7**

**Abbreviations**

|  |  |
| --- | --- |
| ALU | Arithmetic Logic Unit |
| SPM | Support Vector Machine |
| RF | Random Forest |

**Appendix 8**

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