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**Department of Electronics and communication Engineering**

**Date : 21.06.2023**

**MINI-PROJECT REPORT FORMAT GUIDELINES 2022**

**Sequence of topics to be maintained in the Project Report:**

* **Title Page**
* **Bonafide Certificate** – University format

Bonafide from the place where the work is carried out, on their letter head

* **Declaration** – Department format
* **Acknowledgement** – Order of names to be acknowledged is attached

Page number should be in roman

* **Contents** with page numbers
* List of Abbreviations, if applicable
* List of figures, list of tables, if applicable
* **Abstract** of the work
* **Chapter – 1**, Introduction
* **Chapter – 2**, Aim and Scope of the present investigation
* **Chapter – 3**, Experimental or materials and methods; algorithms used
* **Chapter – 4**, Results and Discussion, Performance Analysis
* **Chapter – 5**, Summary and Conclusions
* **References (in the following order only)**
* for Journals – name of authors, paper title, journal name, volume number, year of

publication, page numbers - starting and ending.

* For Books – name of author, title, name of editor, publisher, year, page numbers.
* Valid internet articles.
* **Sub chapters should be numbered as follows:**

Eg. Sub Chapter of chapter 1 should be numbered as Chapter 1.1

Further sub chapters should be numbered as 1.1.1, 1.1.2,

* **Letter Font and Line spacing:**

**To be followed throughout the project work**

Paper type - A4 size bond paper (210 x 297 mm)

Line space – 1.5

Font Size - 12

Font Type - Times new Roman

Margin space - Left 1.25’’; Right – 1”; Top- 0.75”; and Bottom – 0.75”

* **Title of the chapter** – all caps – 18 font size
* **Chapter Name** – all caps – 16 font size
* **Headings** – Heading in caps – 14 font size
* **Further sub headings** – 12 font size, bold, italics
* **Still further sub headings** – 12 font size, italics
* **Body of the Text** – 12 font size
* **Legend for Figures & tables**: (Numbering should start with each chapter Number)

Figure – Fig:1.1 : Self descriptive title, 12 font size, italics, bold (should be below the figure)

Table – Table 1.1 : self descriptive title, 12 font size, bold (should be above the table)

**Note:** Fig 1.1 refers to Figure 1 of chapter 1, Fig 2.2 refers to fig 2 of Chapter 2

**Note:** Table 1.1 refers to Table 1 of Chapter 1, Table 3.2 refers to Table 2 of Chapter 3.

* **Page numbers** should be centered at the bottom of each page, starting from Introduction chapter onwards.
* For Contents, Abstract, List of Abbreviations, List of figures, list of tables – the page numbers should be in the Roman Number format (i), (ii), (iii)………… and centered at the bottom of the page.

1. The total number of reports to be prepared are

* One copy to the department
* One copy to the central library
* One copy to the concerned guide(s)
* Two copies to the sponsoring agency (Optional)
* One copy to the candidate (individual copy)

2. Before taking the final printout, the approval of the concerned guide(s) is mandatory and suggested corrections, if any, must be incorporated.  
3. For making copies laser printout is suggested.  
4. Every copy of the report must contain

* Inner title page (White)
* Outer title page with a plastic cover
* Certificate in the format enclosed
* An abstract (synopsis) not exceeding 100 words, indicating salient features of the work
* The **chapter must be left justified** (**font size** 16).  Followed by the **title of chapter centered** (**font size 18**), **section/subsection numbers along with their headings** **must be** **left justified** with **section number and its heading in font size** 16 and **subsection and its heading in font size** 14. The **body or the text** of the reportshould have font size 12.
* The figures and tables must be numbered chapter wise for e.g.: Fig. 2.1 Block diagram of a serial binary adder, Table 3.1 Primitive flow table, etc.
* The last chapter should contain the summary of the work carried, contributions if any, their utility along with the scope for further work.

**Reference OR Bibliography:** The references should be **numbered serially** in the order of their occurrence in the text and their numbers should be indicated within square brackets for e.g. [3].  The section on references should list them in serial order in the following format.

1. For textbooks - A.V. Oppenheim and R.W. Schafer, Digital Signal Processing, Englewood, N.J., Prentice Hall, 3 Edition, 1975.
2. For papers - David, Insulation design to combat pollution problem, Proc of IEEE, PAS, Vol 71, Aug 1981, pp 1901-1907.
3. Only SI units are to be used in the report.  Important equations must be numbered in decimal form for e.g.        **V = IZ**                                  ..........                  **(3.2)**
4. All equation numbers should be right justified.
5. The project report should be brief and include descriptions of work carried out by others only to the minimum extent necessary. Where short excerpts from published work are desired to be included, they should be within quotation marks appropriately referenced.
6. Proper attention is to be paid not only to the technical contents but also to the organization of the report and clarity of the expression.  Due care should be taken to avoid spelling and typing errors.  The student should note that report-write-up forms the important component in the overall evaluation of the project
7. Hardware projects must include: the component layout, complete circuit with the component list containing the name of the component, numbers used, etc. and the main component data sheets as Appendix.  At the time of report submissions, the students must hand over a copy of these details to the project coordinator and see that they are entered in proper registers maintained in the department.
8. Software projects must include a virus free disc, containing the software developed by them along with the read me file.  Read me file should contain the details of the variables used, salient features of the software and procedure of using them: compiling procedure, details of the computer hardware/software requirements to run the same, etc.  If the developed software uses any public domain software downloaded from some site, then the address of the site along with the module name etc. must be included on a separate sheet.  It must be properly acknowledged in the acknowledgments.
9. Sponsored Projects must also satisfy the above requirements along with statement of accounts, bills for the same dully attested by the concerned guides to process further, they must also produce NOC from the concerned guide before taking the internal viva examination.
10. The reports submitted to the department/guide(s) must be hard bounded, with a plastic covering, along with a CD containing soft copy of final report, referred papers, paper published, PPT and a short Video of your working model Ex: <https://youtu.be/NLlSEPOwUcU> , <https://youtu.be/8lW83AF8tPc> , <https://youtu.be/DBvBW_0gSpc>

**Color of the outer cover binding/project Report: PURPLE**