PROJECT REPORT FORMAT

Instructions:

It is important that the procedures listed below be carefully followed.

1. Prepare 2 + No. of project members' copies of your manuscript (1-CD for college).
2. Limit your project report to preferably 60-70 manuscript pages.
3. The footer should be included as "PICT - INFORMATION TECHNOLOGY – 2020-21" while the header should contain "NAME OF THE PROJECT". Both header and footer should be TIMES NEW ROMAN 10pt and centrally aligned.
4. Print the manuscript using letter quality computer printing. The main part of manuscript should be TIMES NEW ROMAN 12pt and justified. Use 1.5 line spacing and justify aligned.
5. Use paper size 8.5" X 11" or A-4 (210X197mm). Please follow following margins

Margin Location	Paper A4 (210X197mm)
Top	25.4 mm
Left	37 mm
Bottom	32 mm
Right	25.4 mm

6. All paragraphs will be 1.5 line spaced and a double space between each paragraph. Each paragraph will begin with a five–space indentation.
7. Chapter titles should be bold with 14pt typed in all capital letters and should be aligned at the center of the page. Section heading should be aligned at the left with 12pt and bold and capitalized. Section subheading should be aligned at the left with title case (the first letter of each word is to be capitalized). Leave two spaces between section headings and 1 space between two section subheadings.
8. Illustrations (Charts, drawings photographs, figures) are to be in the text. Use only illustrations really pertinent to the text. Illustrations must be sharp, clear, black and white. Illustrations downloaded from internet are not acceptable.
    a. Illustrations should not be more than 2 per page. One could be ideal.
    b. Figure No. and title at bottom with 12pt.
    c. Legends below the title in 10pt.
    d. Proper margin in all sides.
    e. Illustrations as far as possible should not be Xeroxed (photo copy)
9. Photographs if any should be of glossy prints.
10. Please use SI system for units. If student would like to add the equivalent in inch-pound (IP) units, they must be stated in parentheses after the SI units. In case the final result comes out in any other units (say due to empirical formula etc.) convert the unit to SI unit.
11. Please number the pages on the front side, bottom right below the footer.
12. References should be either in order as they appear in the paper or in alphabetical order by last name of first author and as per IEEE format.
13. Symbols and notations if any should be included in nomenclature section only.
14. Following will be the order of the report:
    a. Cover page and front page as per specimen on separate sheet
    b. Certificate from institute as per specimen on separate sheet
    c. Certificate from industry on separate sheet (as case may be)
    d. Acknowledgement
    e. List of figures
    f. List of Tables

g. Nomenclature (Abbreviations if any)
h. Contents
i. Abstract (A brief abstract of the report not more than 150 words. The heading of abstract i.e. word "Abstract" should be bold, times new roman 12 pt and should be typed at the center. The contents of abstract should be typed on new line with one space between heading and contents. There should be keywords (key terms like domain, sub-domain etc.).
j. Chapter1 : Introduction
k. Other chapters starting on new page
l. References (In IEEE format)
m. Appendices if any. Appendix should contain routine calculation, standard data, derivation and relevant cyber laws.

15. All chapters, section heading and subheadings should be numbered. For chapters use numbers 1, 2……. And for subheadings 1.1, 1.2 etc. and section subheadings 2.1.1, 2.2.2, 2.3.1 etc.
16. References should be given in the body of the text and well spread. No verbatim copy or excessive text from only one or two reference should be used. If figures and tables are taken from any reference then indicate its source. Please follow following procedure for references.

Reference books

Collier. G. j. and Thome J. R., Convective boiling and condensation, 3rd ed, Oxford University Press, UK. 1996, pp. 110-112

Papers from Journal or transactions

JUNG D. S. and Raderamcher R. "Transport properties and surface tension of pure and mixed refrigerants", Ashare Trans, 1991, 97(1), p. 90-98

Papers from conference proceedings

Colboumne D. R and Ritter T. J. "Quantitative assessment of flammable refrigerants in room air conditioners", proceedings of the sixteenth International compressor Engineering Conference and Ninth International Refrigeration and Air conditioning Conference, Putdu University, West Lafayette Indiana, USA, 2002

Reports Handbooks etc.

United Nations Environmental Programme, Report of the refrigeration, Air Conditioning and heat pumps, Technical option Committee, 2002 Assessment,2002

ASHRAE handbook : Refrigeration, 1994 (chapter44)

Patent

Patent no. Country (In parenthesis), date of application, title, year. If taken from "Abstract" give cross reference as CF, CA…….

Internet

"Name of the topic", Year. [Online]. Available: http://www.(Absolute URL).[Accessed on: Timestamp]
e.g. Chih-Chung Chang and Chih-Jen Lin, "Distributed LIBLINEAR: Libraries for Large-scale Linear Classification on Distributed Environments",2016. [Online]. Available: https://www.csie.ntu.edu.tw/~cjlin/libsvmtools/distributedliblinear/mpi/guide_virtualbox_mpi.html. [Accessed: 03- Mar- 2016].

SPECIMEN PROJECT REPORT FORMAT

A) Cover and front page should be CENTER ALIGNED 2-Blank

spaces

A PRELIMINARY PROJECT REPORT

ON*(12/bold/upper case)*
(Two blank spaces)

<<PROJECT TITLE>>*(16/bold/upper case)*
(Two blank spaces)

SUBMITTED TO THE SAVITRIBAI PHULE PUNE UNIVERSITY, PUNE (*12/upper case)*
IN THE PARTIAL FULFILLMENT FOR THE AWARD OF THE DEGREE (*12/upper case)*
(One blank space)

OF*(12/upper case)*
(Two blank spaces)

BACHELOR OF ENGINEERING

IN

INFORMATION TECHNOLOGY*(16/bold/upper case)*
(Two blank spaces)

BY*(14/bold/upper case)*
(Two blank spaces)

<<Name of Student 1 >> <<Examination Seat No. : 1>>*(12/bold/upper case)*
<<Name of Student 2 >> <<Examination Seat No. : 2 >>
<<Name of Student 2 >> <<Examination Seat No. : 2 >>
<<Name of Student 2 >> <<Examination Seat No. : 2 >>

(Two blank space)

UNDER THE GUIDANCE OF*(14/bold/upper case)*

<<Guide Name>>*(14/bold/upper case)*

DEPARTMENT OF INFORMATION TECHNOLOGY

PUNE INSTITUTE OF COMPUTER TECHNOLOGY, PUNE. *(12/bold/upper case)*

<<2020-2021>>*(12/bold/upper case)*

B) CERTIFICATE

(six blank space)

CERTIFICATE*(16/bold/upper case)*

(Three blank space)

This is to certify that the preliminary project report entitled *(12 /sentence case) (Two blank space)*

<<PROJECT TITLE>>

(12/bold/upper case)

(Two blank space)

Submitted by (one line blank space)

<<Name of Student 1 >> <<Examination Seat No. : 1>>*(12/title case)*

<<Name of Student 2 >> <<Examination Seat No. : 2 >>

(Three blank space)

is a bonafide work carried out by them under the supervision of Prof. _____ and it is approved for the partial fulfillment of the requirement of Savitribai Phule Pune University for the award of the Degree of Bachelor of Engineering (Information Technology)
(12/ sentence case)

(Two blank space)

This project report has not been earlier submitted to any other Institute or University for the award of any degree or diploma. *(12/ sentence case)*

<<Name >>
Internal Guide
Department of Information Technology

<<Name >>
Head of Department
Department of Information Technology

<<Name >>
External Examiner

Date :

<<Name >>
Principal
PUNE INSTITUTE OF COMPUTER TECHNOLOGY,
Pune .

Place:
Date:

C) CONTENTS
(FORMAT…… FIND DETAIL CONTENTS AT THE END)

(Four blank space)

CONTENTS

(14/bold/upper case)

Partial / Final Report Contents

Abstract (Report Abstract)

An abstract is a brief summary or condensed version of the entire project, usually between 100 and 250 words long and written in the past tense. It includes the key points of the introduction, methods, results and conclusions of your project. The abstract takes the form of a paragraph, usually with 5-10 sentences. It should not include citations; use the background and conclusions to help to frame the context of your topic. Include keywords(the words that will help readers to search your report from repository or online) after abstract.

Introduction

Introduction should help to understand three key questions to the reader: Why is this important problem? What has been done before? How does your topic(problem) bring significant new understanding to the respective field? It should be written in present tense and should include the following points:

i. Outline the problem you are working on, why is it interesting, important and what are the challenges?
ii. List your aims and goals. An aim is something you intend to achieve(e.g., learn a new programming language and apply it in solving the problem), while a goal is something specific you expect to deliver(e.g., a working application with a particular set of features)
iii. Give an overview of how you have carried out the project (i.e. software development model)
iv. A brief overview of the rest of the chapters in the report (a guide to the reader of the overall structure of the report).
v. This chapter is relatively short (2-4 pages) and must give the reader very clear understanding of what the project is about and what your goals are

Background and Literature review

This chapter should cover background information, related work, research done and tools or software used in the project.

i. Provide necessary framework and background information to describe how your project relates to what is already known or available.
ii. A survey of existing solutions, programs or applications similar to your project (if necessary), and how your project is different than existing one
iii. A description of the project work carried out to learn about methodology used for investigation of the problem.
iv. The form of the project work will vary widely depending on the kind of project. Outline and key sources of information you are using (papers, books, websites, etc.). State how each source is related to your work.
v. Introduce the software, programming languages, library code, frame-works and other tools that you have used. Discuss choices and make clear which you made use of and why.

Requirements and Analysis

i. Give the detailed problem statement. This elaborates on what you may have included in the introduction chapter and represents the starting point from which requirements were derived. **Problem Definition:** Define/formulate the problem clearly and concisely of your project work. Provide details of the overall problem and then divide the problem into module(s).

ii. **Requirements Specification:** A structured list of requirements. The requirement specifications determine specific feature expectations, resolution of conflict or ambiguity in requirements as demanded by the various users or groups of users and documentation of all aspects of the project development process from start to finish. Here you should define the requirements of the system, independent of how these requirements will be accomplished and identify the operation and problems of the existing system.
iii. Description of Use cases/documentation (list of use case titles, with the full use cases appearing in the appendix).
iv. **Software and Hardware Requirements:** Define the details of all the software and hardware needed for the development and implementation of your project.

Design

i. Start with the architecture of your projectand describe all components that makes up the system
ii. You can use necessary DFDs and UML diagrams with proper explanation of your project design
iii. The structure and contents of this chapter will vary according to the nature of your project, hence above mentioned list of requirements is only representative.

Implementation

This chapter is about the realization of the concepts and ideas developed earlier. You can describe the methodology (problem formulation and processes used to solve the problem) you have identified for the development of your system/application (Literature review will help you to identify/choose methodology). It can also describe any problems that may have arisen during implementation and how you dealt with them. It should include the details regarding all modules of the project and description of each module. It may be better to use pseudo-coderather than actual code, when describing an algorithm. Describe how a particular algorithm is implemented or how an interesting programming problem was solved.

Results and Evaluation

Inthischapter,you should describe to what extent you achieved your goal sand how the system works as intended (or not, as the case may be).Include comprehensible summaries of the results of al l critical tests that were carried out.

i. Describe experimental setup.
ii. Describe your testing strategy (unit, functional, acceptance testing and how they are carried out). How were test cases selected?
iii. Examples of specific tests and how they were carried out (e.g., using mock objects to break dependencies).Focus on the interesting test cases.
iv. A summary of the test results and what coverage was achieved. The detailed test report(s) should appear in the appendix.

Conclusion

Demonstrate that you solved the problem or made significant improvement in the existing system/application. You can use illustrations such as tables, figures, graphs etc to support the conclusions.

i. Summarize what your project has achieved. Address each objective decided in the introduction.
ii. A critical evaluation of the results of the project (e.g., how well were the objectives met, is the application fit for purpose, has good design and implementation practice been followed, was the right implementation technology chosen and so on).
iii. Results should be clear and concise.
iv. State why your solution offers a new/improved solution
v. Acknowledge any limitations

References

i. List of references.
ii. Bibliography: This lists all the sources of information that you made use of during the project but are not referenced in the text. The items in the list must be relevant to your project, so don't just list everything you may have looked at or read.

Appendices

i. Base Paper(s)
ii. Plagiarism Report
iii. Review Sheets (Checklist and Student Performance Evaluation of each review)
iv. Monthly Planning Sheet
v. Details of project achievements with proofs
    a. Published Research Paper
    b. Certificates of project competitions
    c. Patent details