**FORMAT FOR PREPARATION OF RESEARCH BASED PROJECT** **REPORT FOR FINAL YEAR UG and PG PROJECTS.**

1. **ARRANGEMENT OF CONTENTS:**

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

* 1. Cover Page & Title Page [Refer Appendix 1]
  2. Bonafide Certificate [Refer Appendix 2]
  3. Abstract
  4. Table of Contents [Refer Appendix 3]
  5. List of Tables[Refer Appendix 4]
  6. List of Figures [Refer Appendix 4]
  7. List of Symbols, Abbreviations and Nomenclature
  8. Chapters [ Chapter 1: Introduction,

Chapter 2: Literature Review,

Chapter 3: Theory, Methodology, Materials & Methods,

Chapter 4: Results, Analysis & Discussions,

Chapter 5: Conclusion, Future Scope, Limitations.]

* 1. Appendices
  2. References [Refer Appendix 5]

The table and figures shall be introduced in the appropriate places.

1. **FONT:**

The font used shall be “**Calibri**” for the entire text in the report, irrespective of whether it appears in the text, figures, tables or appendices.

The font size in the whole report is 12pt for all text in the preliminary, main and appendices pages. Some text in the tables and the figures may have smaller fonts, but not smaller than 8pt. However, the titles of the tables and figures shall be in 12pt. The chapter title is in 16pt, bold style. The line showing the chapter number is in 14pt, regular style. First level sub-headings are in 12pt, bold style with first letter capitals. The second level subheadings are in 12pt, bold style, and the third level sub-headings in 12pt, bold style in italics. In the chapter titles, headings and sub-headings, where first letters are in capitals, words, such as “of”, "a", "an" and "the", are in lower case. All text in the report shall be in single spacing with each line 12pt thick. One blank line of 12pt size is provided after every paragraph. Before every first heading, two blank lines are provided each of 12pt size, and before every first and second level sub-headings, one blank line of 12pt size. No space shall be left between the headings & subheadings and the text that follows them. Between the line having the ruler under the chapter number and chapter title, one blank line is provided of 12pt size. The entire text shall be double justified to the width of the available textbox after removing the margins.

1. **PAGE DIMENSION AND BINDING SPECIFICATIONS:**

The dimension of the project report should be in A4 size.

**One copy** of the report is to be submitted in the **Spiral bound** for University, and submit a report to as many group members as you have. Suppose you have 5 members, so you have to submit a total of 6 copies of the report at the time of examination. ie 1(University copies), 5(Individual copies).

The paper should be of good quality (preferably bond paper).

The cover of the report (for Minor Project) should be in

**Black (For BCA) and Sky Blue (For MCA)** color.

On the cover of the report along its thickness, the following matter shall be placed: **BWU Logo, student’s name, year of graduation, degree name** (Abbreviated e.g. B.Tech., B. Pharm etc.), and department.

At the time of examination, you have to submit The project report, presentation file(PPT), and project as a .rar file to the university given google form. Make sure the file name is your group ID.

[SAMPLE]

**APPENDIX 1[cover page]**

**TITLE OF PROJECT REPORT**

<Font Size 18><1.5 line spacing>

A PROJECT REPORT

<Font Size 14>

*Submitted by*

<Font Size 14><Italic>

| **Roll Number** | **Registration Number** | **Student Code** | **Student Name** |
| --- | --- | --- | --- |
|  |  |  |  |

<Font Size 16>

*in partial fulfillment for the award of the degree*

*of*

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

**NAME OF THE DEGREE**

<Font Size 16>

****

**Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**BRAINWARE UNIVERSITY**

**398, Ramkrishnapur Road, Barasat, North 24 Parganas, Kolkata - 700 125**

Month & Year

**[Title page]**

**NAME OF THE PROJECT**

***Submitted by***

| **Roll Number** | **Registration Number** | **Student Code** | **Student Name** |
| --- | --- | --- | --- |
|  |  |  |  |

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

***of***

**BACHELOR OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***in***

**[Department]**



**BRAINWARE UNIVERSITY**

*398, Ramkrishnapur Road, Barasat, North 24 Parganas, Kolkata - 700 125*

**APPENDIX 2**

**Bonafide Certificate –** The Bonafide Certificate shall be in double line spacing using Font Style Calibri and Font Size 14**.** The certificate shall carry the supervisor’s signature and shall be followed by the supervisor’s name, academic designation (not any other responsibilities of administrative nature), department and full address of the institution where the supervisor has guided the student.

The term **‘SUPERVISOR’** must be typed in capital letters between the supervisor’s name and academic designation.

**[A specimen of the BONAFIDE CERTIFICATE]**



**BRAINWARE UNIVERSITY**

*398, Ramkrishnapur Road, Barasat, North 24 Parganas, Kolkata - 700 125*

**[DEPARTMENT NAME]**

**BONAFIDE CERTIFICATE**

Certified that this project report “**……….TITLE OF THE PROJECT……………..**” is the bonafide work of “**…………..NAME OF THE CANDIDATE(S).…………**” who carried out the project work under my supervision.

<<Signature of the Head of the Department>> <<Signature of the Supervisor>>

**SIGNATURE SIGNATURE**

<<Department>> <<Academic Designation>> <<Full address of the Dept & College >> <<Department>>

| ----------------------------------- | --------------------------- |
| --- | --- |
| **External Examiner** | **Internal Examiner** |

**APPENDIX 3**

**TABLE OF CONTENTS**

| **Chapter** | **Title** | | **Page No.** |
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|  | **LIST OF FIGURES** | | **xviii** |
|  | **LIST OF SYMBOLS** | | **xxvii** |
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|  | 1.1 GENERAL | | **1** |
|  | 1.2 . . . . . . . . . . . . . | | **2** |
|  |  | 1.2.1 General |  |
|  |  | 1.2.2 …………….. |  |
|  |  |  |  |
|  |  |  |  |
| **2.** | **LITERATURE REVIEW** | |  |
|  | 2.1. | |  |
|  | 2.2. | |  |

**Note: The numbering of initial pages shall be in roman numbers.**

**APPENDIX 4**

**List of Tables**

1. Table 1: <Title of the table>……………………………………….………………………………………………………………………1
2. Table 2: <Title of the table>…………………………………………….…………………………………………………………………2

**List of figures**

1. Figure 1: <caption of the figure>………………..………………………………………………………………………………………1
2. Figure 2: <Alt text of the figure>………..………………………………………………………………………………………………2

**APPENDIX 5**

**List of References** –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.

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

**REFERENCES**

1. Aritikula, S. and Nandi, S. (1994) ‘Transport Phonomena of Sm Sel – X Asx’, Pramana – Journal of Physics Vol.42, No.1, pp.421-425.
2. Bernard, R.W. and Keiger, C. (1980) ‘Applications of Convolution Theory Operators to Problems in Univalent Function Theory’, Michigan Mach, J., Vol.27, pp.81–94.
3. Shaw, K.G. and Mckay, N.D. (1984) ‘Open Loop Maximum Time Control of Mechanical Motoring and its Applications’, Proc. Amer. Contr. Conf., San Diego, CA, pp. 1231-1236.