MVP’s Rajarshi Shahu Maharaj Polytechnic, Nashik

Department of Computer Technology

Report Format

(For The Submission of Project Report of Third Year Students)

The Sequence of the Pages of Project Report is as follows:-

1. Golden Embossed Cover page (Black Hard Binding)

2. Title page

3. Certificate

4. Sponsored Certificate (if applicable)

5. Completion Certificate (if applicable)

6. Achievement / Participation Certificate color xerox

7. Acknowledgment

8. Index

9. List of Figures

10. List of Tables

11. Abstract (line spacing 1.5)

12. All chapters(7 chapters \*names are given below)

13. References

14. Appendix (If applicable)

All detail Guidelines for each page is given below -

Student should follow guidelines for SYNOPSIS for project as given below:

a. The synopsis should be as per schedule covering following points:

Title of project.

Aim of project.

Block diagram.

List of components / material required.

Brief working.

b. It must be written within 200 words / 2 pages, typewritten, single spacing, font size 12, and font style ‘Times New Roman’.

Student should follow guidelines for project report as given below:

1) Project report should show appropriate presentation.

2) Page number must be printed and it should be at the mid of the bottom of the

page.

3) Project report must be binded with Black color cover and it should be having golden embossing as per format given.

4) Project report should be neatly documented without errors and should be in following format.

5) Appendix-include non-available important data sheet.

6) Student should cross check & verify manuscript of project report by the respective project guide before finalization.

Editing for all the pages should be in the following manner:-

Main title/chapter name (Introduction)

-Times new roman 16, bold, center aliened

Sub title-

-Times new roman 14, bold.

Sub sub title-

-Times new roman 14.

Body-

-Times new roman 12

Figure /labeling to fig./table/index-

-Times new roman 11, bold. Line spacing - 1.0 only

Labeling to Table must be on the topside only. (Above the Table) Labeling to figure must be on the Bottom side only (Below the Figure) Page Setup

Margins

 Top & Bottom – 1 cm

 Left & Right – 1 cm

 Gutter – 1. 5 cm

 Footer – Page no. – Center alignment

 Don’t apply any type of Border or Page Border for any page.

 Don’t add any page (blank or Title of Chapter) between two chapters

 Index, List of figures & List of Tables must be **justified**

Header is project name & footer is “Computer Technology, MVP’s Rajarshi

Shahu Maharaj Polytechnic,Nashik”. (Size of header footer is Times new

roman size 11pt.



MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION (MUMBAI)

A

Project Report On

“ Add your Project Title Here”

Submitted by

 Name of Student/s

Guided by – Name of the Guide

[](http://www.google.co.in/url?q=http://www.kbtcoe.org/adnis2012/aboutus.html&sa=U&ei=npIVU53wLY77rAfohIGgCw&ved=0CC0Q9QEwAA&usg=AFQjCNEagPKm0bAoZAhKpR0KDG-JpgLK1A)

Department of Computer Technology

MVP’s Rajarshi Shahu Maharaj Polytechnic,

Udoji Maratha Boarding Campus, Gangapur Road, Nashik-13

(2015-2016)

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[](http://www.google.co.in/url?q=http://www.kbtcoe.org/adnis2012/aboutus.html&sa=U&ei=npIVU53wLY77rAfohIGgCw&ved=0CC0Q9QEwAA&usg=AFQjCNEagPKm0bAoZAhKpR0KDG-JpgLK1A)

CERTIFICATE

This is to certify that project entitle “ ADD YOUR PROJECT NAME” has been carried out by following students from MVP’s Rajarshi Shahu Maharaj Polytechnic, Nashik of the Diploma in the Computer Technology Department of MSBTE, Mumbai during academic year 2015-16.

Group Members:

1)

2)

3)

4)

Date:

Place:

Internal Examiner External Examiner

Guide H.O.D Principal

( ) (Mrs. A.N.Birari) Prof. B.N.Rajole)

ACKNOWLEDGEMENT

Inspiration and guidance are invaluable in every aspect of life, especially in the field of education, which I have received from our respected H.O.D**.<name of hod>** who has guided me in the first two phases of dissertation work and gave earnest co-operation whenever required. I would like to express my sincere gratitude towards her.

I am pleased to announce that my presentation of the project as well as the report would not have been completed without the able guidance and complete support of **< your guide name >** those helped me at each and every step in every possible way. She/he always provided me with access to the latest technology and facilities and encouragement at every point and took active participation in the achievement of my objective. Heartfelt my foremost thanks go to dissertation guide and help of my well-wishers and colleagues.

At last, I would like to take this opportunity to convey thanks to all my staff members, who directly or indirectly encouraged and helped me to complete my work on time and contributed their valuable time in helping me to achieve success in the work of project

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| 6 | .. |  |
| 7 | .. |  |
| 8 | .. |  |
| 9 | Part List/ Cost (if applicable) |  |
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\* 1.2 indicates Table no.2 from Chapter no.1

LAST PAGE

 REFERENCES

Student should follow the format for References

(font size 12 Times new roman)

1. Author - Name of book - Publisher – Edition – year - Volume - No - Page no.

2. Author - Title of the paper - Name of the journal - Volume – Number - month and Year - page no.

3. URL address (http://...............)

\*Names of chapters:

1) Introduction

2) Related work/ Literature Survey

3) Requirement Analysis

4) System Description (phase/module wise description, Algorithm, pseudo code of main functions only 2-3 pages)

5) Modeling and Designing (UML,DFD diagrams)

6) Testing ( Test cases for each form, only 2-3 main module snap shot)

7) Conclusion and Future scope