

Guidelines for Project Report

After completion of the project work, every student will submit a project report which should contain the following:

1. **Cover Page** (as per annexure 1)
2. **Title page** (as per annexure 1)
3. **Declaration by the Student** (as per annexure 2)
4. **Certificate by the Supervisor** (as per annexure 3)
5. **Acknowledgement** (The candidate may thank all those who helped in the execution of the project.)
6. **Abstract** (It should be in one page and include the purpose of the study; the methodology used and a summary of the major findings.)
7. **Table of Contents** (as per annexure 4): Detailed description of the project (This should be split in various chapters/sections with each chapter/section describing a project activity in totality). This portion of report should contain all relevant diagrams, tables, flow charts, software programme, print outs, photographs etc., which are properly labeled.
8. **Conclusion & Recommendations**
9. **Appendices** (if any)
 - Appendices are provided to give supplementary information, which if 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.
 - Appendices shall carry the title of the work reported and the same title shall be listed in the Contents page also
10. **References** (The listing of references should be typed 2 spaces below the heading “REFERENCES” in alphabetical order in single spacing left – justified. It should be numbered consecutively (in square [] brackets, throughout the text and should be collected together in the reference list at the end of the report. The references should be numbered in the order they are used in the text. The name of the author/authors should be immediately followed by the year and other details). Typical examples of the references are given below:

REFERENCES

[1]. Ariponnammal, S. and Natarajan, S. (1994) ‘Transport Phenomena of SmSel – X Asx’, Pramana – Journal of Physics Vol.42, No.1, pp.421-425.

In addition, following points should be complied with:-

- i) Page numbering
- ii) Numbering of appendices, figures and tables and their reference in the text.
- iii) For general layout of report, any standard text book layout may be referred.

Report Specifications:

1. Project Report's Cover Type: **Punched-File**
2. Number of Copies: **2 per student**(Internal/External exam + Supervisor's copy)
3. Paper Size (orientation): **A4** (portrait)
4. Margins: **1" top / bottom / right and 1.5" left**
5. Font Type: **Times New Roman**
6. Font Size: **16 bold for chapter names, 14 bold for headings and 12 for normal text**
7. Line Spacing: **1.5 throughout**
8. Page Numbering: For introductory pages like Acknowledgment, Certificate, Declaration, List of Tables, List of Figures, List of Symbols, List of Abbreviations --- Refer to the relevant Appendices. For the remaining file--- Bottom center of page in the format – **Page 1 of N**

NOTE: Project report must not contain any description of the following except only a relevant and short mention – technology or platform or OS or tools used or any language details. It must be more focused on project work carried out and its implementation details without including any source code.

Details of CD:

CD of the project work is required to be pasted on the back cover of the project report in clear packet, which should include the following folders and contents:

1. **Presentation** (should include a PPT about project in not more than 40-50 slides)
2. **Documentation** (should include a word file of the project report)
3. **Source Code** (full source code of the project with libraries used)
4. **Program** (final running copy of the project executable)
5. **Support** (any third party tools used or runtime environment setups that are required to run the project)
6. **Help** (user manual on how to run the project)

NOTE: CD must be checked for any harmful viruses before submission. SourceCode and Program folders can be combined into single folder **Project** if it's a web project etc.

TITLE OF PROJECT

<BOLD><Centralized>

A Project Work

<BOLD><Centralized>

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

<1.5 line spacing><Italic><Centralized>

BACHELOR OF ENGINEERING

<BOLD><Centralized>

IN

NAME_OF_SPECIALIZED_BRANCH

<BOLD><Centralized>

Submitted by:

<BOLD><Centralized>

NAME OF THE STUDENT

<BOLD><Centralized>

University Roll Number

<BOLD><Centralized>

Under the Supervision of:

<BOLD><Centralized>

SUPERVISORS NAME

<BOLD><Centralized>



**APEX INSTITUTE *of*
TECHNOLOGY**
Discover - Learn - Empower

APEX INSITUTE OF TECHNOLOGY

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PUNJAB

<BOLD><Centralized>

MONTH & YEAR

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Annexure-2

DECLARATION

<Bold><Centralized>

I, **'Candidate Names'**, student of **'Bachelor of Engineering in Branch Name'**, **session: 2018 - 2019**, Apex Institute of Technology, Chandigarh University, Punjab, hereby declare that the work presented in this Project Work entitled **'Topic Name'** is the outcome of our own bona fide work and is correct to the best of our knowledge and this work has been undertaken taking care of Engineering Ethics. It contains no material previously published or written by another person nor material which has been accepted for the award of any other degree or diploma of the university or other institute of higher learning, except where due acknowledgment has been made in the text.

<Regular><Justified>

(Candidate Name)

Candidate UID: xxxxxxxxxxxx

<Bold><Right Aligned>

Date:

Place:

<Bold><Left alligned>

Annexure-3

CERTIFICATE

<Bold><Centralized>

This is to certify that the work embodies in this dissertation entitled '***Topic Name***' being submitted by **Candidate's Name Roll Nos. – 000000000000** for partial fulfillment of the requirement for the award of **Bachelor of Engineering in *Branch Name*** discipline to Apex Institute of Technology, Chandigarh University, Punjab during the academic year 2018 - 2019 is a record of bonafide piece of work, undertaken by him/her the supervision of the undersigned.

<Regular><Justified>

Approved and Supervised by

<Bold><Right alligned>

Signature of Supervisor

(Supervisor's Name)

Designation, Department

<Bold><Right alligned>

Forwarded by

<Bold><Centralized>

(Dr. Bhupinder Singh)

Professor & Head of Department

<Bold><Left alligned>

EXTERNAL EXAMINER

<Bold><Centralized>

Signature of External Examiner

(External Examiner's Name)

<Bold><Left alligned>

Annexure-4 (A typical specimen of table of contents)

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List of Symbols

<i>Symbol</i>	<i>Description</i>
A_{st}	<i>Area of steel reinforcement bars on tension face</i>
A_{sc}	<i>Area Of steel reinforcement bars on compression face</i>
A_{sv}	<i>Area of two legs of the closed stirrups</i>
b	<i>Breadth of rectangular beam section</i>
d	<i>Effective depth of rectangular beam section</i>
d'	<i>Effective cover on compression face</i>
$f_{c,ave}$	<i>Average compressive stress in concrete</i>
f_{sc}	<i>Stress in steel on the compression side</i>
f_y	<i>Characteristic strength of steel reinforcement bars</i>
S_v	<i>Spacing of the stirrups</i>
$\underline{x_u}$	<i>Depth of neutral axis from compression face</i>
\bar{x}	<i>Depth of centroid of the compression block in concrete</i>
τ_c	<i>Shear strength offered by concrete</i>