

## **GUIDELINES FOR THE PREPARATION OF A PROJECT REPORT**

### **1.1 INTRODUCTION**

Project Report is one of the evaluation components in the WILP Division. After completing a project, the student submits a report on the project work carried out by him/her. This report is usually termed as Project Report. The report is a formal document. It should therefore be presented with a lot of care and thought.

Writing a report requires skills. It is a written presentation of the work which tells about the project, methodology used, final findings and results, etc. It is not a document which is meant only for the author. It is in fact a valuable record which is often referred to by various persons working in that area. It is written to inform the reader and to acquaint him with the results arrived at and the conclusions reached. It is therefore essential to ensure that the report is written, organized and presented in such a manner that a reader has no difficulty in understanding it.

It is worthwhile to recapitulate the important points regarding the layout, style and presentation techniques of a report. As we all know a report is a formal piece of subject matter written for a specific purpose. It conveys information in an impartial and objective manner. The objective is to convey ideas and information and not to impress the reader.

The following section provides a format and certain guidelines on how to write a report for a WILP project. There are many forms of a report but we have chosen the one which is usually called a 'formal' report having all the compulsory elements of a technical report in it. It is therefore, expected that all the reports submitted by the WILP students conform to the suggested format and guidelines.

### **1.2 APPEARANCE**

The size of the report should be such that it is easy to use and handle. For this purpose, the following points are worth noting:

- (a) **Size:** 9" X 11", is called the quarto size. It is commonly called the "thesis size".
- (b) **Writing of the Report:** The report should be typed in double space on one side of the sheet and the pages should be numbered serially.
- (c) **Margin:** About 1" on all the four sides of the sheet.
- (d) **Submission of Final Report in soft copy by students and making the plagiarism check report available to concerned faculty mentor (s) during viva :** On Viva portal, under document submission using drop down button, you will have to select Final Report and then upload/submit your Final Report and Final Presentation. Going forward, you will also have to upload your Mentor Evaluation Form as well. The plagiarism check report for your Final Report will be made available to the faculty mentor while conducting online NET viva as per the schedule.

**IMPORTANT:** The soft-copy of your final report should meet ALL of the following criteria:

- The file size should be less than or equal to 10 MB
- You should consult and take your supervisor's inputs while preparing your final report.
- Files should be only in pdf format.
- Ensure that your work is not plagiarized as it will be scanned through a plagiarism tool prior to your viva
- Only those pages requiring a signature should be scanned and embedded in your report. The content in the rest of the report should be in text format only, otherwise the report will be rejected (images/illustrations can be scanned and embedded). A simple way to test this is by copy-pasting the entire content of your report into Notepad (or any other text editor). If the report text is copied over successfully and is readable, that indicates the report is valid.
- Your final report should be original. No copy and paste from any of the internet sources. This was already explained during Orientation session programme at the beginning of the semester.

## 1.2 ELEMENTS (Inner Matter)

A formal report usually contains the following elements:

- (i) Cover
- (ii) Title page
- (iii) Acknowledgements
- (iv) Abstract Sheet
- (v) Table of Contents
- (vi) Introduction
- (vii) Main Text
- (viii) Conclusions and/or Recommendations
- (ix) Appendices
- (x) References
- (xi) Glossary

We now elaborate these elements in some detail.

### (i) Cover

The Cover is meant to protect the manuscript besides giving preliminary information like (i) the title of the report; (ii) the Name & ID No. of the student; (iii) the name of the organization; (iv) the date of submission, etc. (see appendix-A).

### (ii) Title Page

This is the first page of the report. The Final Dissertation report should contain the title of the report; the Name (s), ID No (s) and Discipline (s) of the students; WILP Dissertation Course No.; the name of the organization and the Institute. The format of this page is given in Appendix – B.

### (iii) Acknowledgements

It is presented on the second page of report for thanking the persons who may have

helped students during the work carried out by them. Customarily, in WILP Dissertation Final reports, thanks are given to the following in the order given below:

- Head of the organization,
- Supervisor and Additional Examiner from the organization,
- Professional Expert / In-charge of the project,
- Faculty mentor,
- Other persons (from the organization and /or outside the organization, etc.)

#### **(iv) Abstract Sheet**

This is the third page of the report, and also one of the important pages. A reader, ongoing through it, should be able to know what the project is all about, like whodid it and under whose supervision. A format of this page is given in Appendix-C.

This page contains a brief abstract of the project work. The abstract is written to enable the reader to know the kind of information given in the report and its key features. It mentions what the report is about, what has been accomplished and what is the importance and utility of the results. It is never intended as a substitute for the original document, but it must contain sufficient information to allow a reader to sustain his interest. The abstract should always be concise. It should not contain more than 200 words. The nomenclatures used should be meaningful, i.e., only standard terminologies should be used.

This page also contains information about **Project Area** and **Key Words**. Project Area is the name given to an area of specialization in a discipline. For example, in Computer Science, some project areas can be Networking, Database Management etc. Keywords are the words or phrases which can be used to specifically locate a project report. A report can have more than one keyword and project area.

#### **(v) Table of Contents**

The table of contents is in the same form as it is found in any book. The main division as well as the sub - divisions are listed together with the number of the first page on which it appears. The page numbers for the matter preceding the Introduction are given in small Roman numerals i.e. (i), (ii), (iii) etc. and in Arabic numerals i.e. 1, 2, 3 etc. from Introduction onwards.

For establishing a suitable relationship among topics and sub-topics one should follow a single numbering scheme. Usually schemes like decimal numbering or letter numbering are generally followed. The scheme of decimal numbering which is more commonly used is as follows:

- 1.
- 1.1
- 1.2
- 1.3
- 1.3.1
- 1.3.2
- 1.3.3

- 1.3.3.1
- 1.3.3.2
- 1.3.3.3

The words, phrases and sentences used for writing the topics and sub-topics should have a parallel grammatical construction. For this, an example is given below.

- 2. Causes of Food Problem
  - 2.1 Defective Distribution System
  - 2.2 Lack of Proper Storage Facilities
  - 2.3 Hoarding
  - 2.4 Natural Calamities
  - 2.5 Floods
  - 2.6 Drought

#### **(vi) Introduction**

In Introduction, the problem is defined and introduced. The Introduction therefore contains the purpose of writing the report and sufficient background material, including the literature surveyed to present the reader a clear picture of the project work. A paraphrased outline of the work should also form a part of the Introduction. In the Introduction of a report, the author discusses the scope and the limitations of his work. It is also required to discuss the sources, methods and procedure employed in collecting and organizing the data. The author is also expected to highlight the value of his work besides indicating the need for writing the report.

A proper and effective Introduction should include a brief history of the problem under discussion, coupled with the statement of the immediate problem under examination, the reasons for undertaking it and a discussion of the methodology adopted. Generally for WILP Dissertation project report, an Introduction may not be more than a couple of pages.

#### **(vii) Main Text**

The actual work, the method of treatment and the results are presented in this part of a report. It may run into many sections and subsections under different headings and subheadings. That should be numbered and phrased appropriately. In order to maintain consistency, you are required to follow the same pattern as given in the Table of Contents of your report.

The main text contains the discussion on the experimental work done or the data collected, the survey done, a description of activities, analysis and the results obtained. It also includes illustrations and interpretations. This is the main body of the report. All illustrations (graphs, diagrams, tables, figures, etc.) should always be accompanied by a number and an appropriate title. This helps the reader understand the illustration in a better way. It also helps the writer to refer to these in the subsequent discussion.

Significant discrepancies in results should be called to the reader's attention, even

when it is admitted that no reasonable explanation can be offered. If the author himself discovers these discrepancies and does not mention them, the technical credibility of the report gets adversely affected.

### **(viii) Conclusions and/or Recommendations**

The conclusions and recommendations are derived from the discussions and interpretations of the results obtained. It would be helpful to the reader if other possibilities pertaining to the stated conclusions and recommendations are also discussed. The purpose of the conclusions is to draw the attention of the reader to significant findings. Sometimes conclusions contain a very brief summary of the main discussion. Recommendations suggest ways and means of bringing about improvement.

### **(ix) Appendices**

The contents of an appendix are essentially those which support or elaborate the matter given in the main text. The matter, which is essential but will unnecessarily divert the attention of the reader from the main problem, is generally placed in the Appendix. We give below some items which normally form a part of the Appendix. These are: (a) calculation sheets; (b) lengthy derivations of mathematical formulae; (if that is not the project itself) (c) supplementary details of instructions; (d) flow charts; (e) computer programmes; (f) questionnaires & interview sheets; (g) large maps; (h) the nomenclature; etc.

If the project itself is about making of a computer programme of some problem, then the flow chart and the computer programme have to be in the main body. It is for the author to decide, what matter would be placed in the Appendices according to nature of the project work and problem definition.

### **(x) References**

All the references to books, journals, documents, web site links etc. should be given in the section called References. Two examples of how to write a reference are given below:

Suppose you have referred to a paper entitled 'An Integral Equation Satisfied by the Square of Weber's Parabolic Cylinder Function', whose author is S.C. Mitra, which appeared in the Journal of London Mathematical Society whose volume number is 11, the year of publication is 1936, and the article is published on pages 252 to 256; you would write it as follows:

1. Mitra, S.C. , "An Integral Equation Satisfied by the Square of Weber's Parabolic Cylinder Function" *The Journal of London Mathematical Society*, Volu. 11, 1936, pp. 252-256.

Again, in case you have referred to a book on An Introduction to Linear Algebra by Dr. V. Krishnamurthy and others which was published by Affiliated East-West Press, New Delhi in the year 1976, the reference should be cited as given below:

2. Krishnamurthy, V. et al, "*An Introduction to Linear Algebra*," 1<sup>st</sup> edition, New

Delhi; Affiliated East-West Press, 1976, p.25.

The serial number of the reference should correspond to the number of citation in the text of the report.

#### **(xi) Glossary**

Glossary is the list of technical words and terms used by the author in his report. It normally includes the meaning of the word / term and the page no (s) where it occurs in the text of the report.

### **1.3 STYLE OF WRITING THE REPORT**

Write the first draft. Take reasonable care in the choice of words and sentence structure; choose simple and familiar words. Similarly, write smaller sentences instead of long ones with a number of clauses.

A final report is integrated to the actual work done/carried out and accordingly start writing it in a presentable form without repetition, redundancy, and omission to make sure that the message flows smoothly. The integration of the sections and polishing of the style is essential. Unnecessary words and phrases must be avoided. The draft of the report should be given to your Supervisor and also to the expert, who in turn will return it to the authors after making the necessary corrections and suggestions.

In the light of these corrections and suggestions, prepare your second draft and now see that it is in the desired format and structure. Having done so, send it for typing. But your responsibilities do not get over because you have to proof-read the typed sheets; correct the spelling mistakes if any, and check its total presentation before submitting it.

(Specimen of Cover)

(Appendix -A)

**A REPORT**

**ON**

**(Title of the Project in Capital Letters)**

**BY**

Name of the  
Student

ID.No.:

**AT**

**(Station Name and Centre)**

**Organization Name & Location**

**BIRLA INSTITUTE OF TECHNOLOGY & SCIENCE, PILANI**

**(Month, Year)**

(Specimen of Title Page)

(Appendix-B)

**A REPORT**

**ON**

**(Title of the Project in Capital Letters)**

**BY**

Name of the  
Student

ID.No. :

Discipline

Prepared in partial fulfilment of the  
WILP Dissertation/Project/Project Work Course

**AT**

**Organization Name & Location**



**BIRLA INSTITUTE OF TECHNOLOGY & SCIENCE, PILANI**

**(Month, Year)**

(Specimen of Abstract Sheet)

(Appendix-C)

**BIRLA INSTITUTE OF TECHNOLOGY AND SCIENCE PILANI  
(RAJASTHAN)  
WILP Division**

**Organization:** ..... **Location:** .....

**Duration** ..... **Date of Start**.....

**Date of Submission** .....

**Title of the Project:**

**ID No./Name of the student :**

**Name (s) and  
Designation (s) of  
your Supervisor and Additional Examiner :**

**Name of the Faculty  
mentor:-**

**Key Words:**

**Project Areas:**

**Abstract:**

Signature of Student

Signature of your Supervisor

Date :-

Date:-

Thank YouTeam  
EVM  
BITS Pilani WILP