

Checklist of Items for the Final Dissertation / Project / Project Work Report

This checklist is to be attached as the last page of the final report.

This checklist is to be duly completed, verified and signed by the student.

1.	Is the final report neatly formatted with all the elements required for a technical Report?	Yes
2.	Is the Cover page in proper format as given in Annexure A?	Yes
3.	Is the Title page (Inner cover page) in proper format?	Yes
4.	(a) Is the Certificate from the Supervisor in proper format? (b) Has it been signed by the Supervisor?	Yes Yes
5.	Is the Abstract included in the report properly written within one page? Have the technical keywords been specified properly?	Yes Yes
6.	Is the title of your report appropriate? The title should be adequately descriptive, precise and must reflect scope of the actual work done. Uncommon abbreviations / Acronyms should not be used in the title	Yes
7.	Have you included the List of abbreviations / Acronyms?	Yes
8.	Does the Report contain a summary of the literature survey?	Yes
9.	Does the Table of Contents include page numbers? (i). Are the Pages numbered properly? (Ch. 1 should start on Page # 1) (ii). Are the Figures numbered properly? (Figure Numbers and Figure Titles should be at the bottom of the figures) (iii). Are the Tables numbered properly? (Table Numbers and Table Titles should be at the top of the tables) (iv). Are the Captions for the Figures and Tables proper? (v). Are the Appendices numbered properly? Are their titles appropriate	Yes Yes Yes Yes Yes
10.	Is the conclusion of the Report based on discussion of the work?	Yes
11.	Are References or Bibliography given at the end of the Report? Have the References been cited properly inside the text of the Report? Are all the references cited in the body of the report	Yes Yes Yes
12.	Is the report format and content according to the guidelines? The report should not be a mere printout of a PowerPoint Presentation, or a user manual. Source code of software need not be included in the report.	Yes

Declaration by Student:

I certify that I have properly verified all the items in this checklist and ensure that the report is in proper format as specified in the course handout.

Place: _____

Signature of the Student

Date: _____

Name: _____

ID No.: _____