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GUIDELINES FOR PROJECT REPORT

**The Project reports must be prepared strictly as per the following format.**

The format of the text of Project report should be strictly followed as offered,

Paper size: Trimmed A4

Top Margin: 1.00 inch

Bottom Margin: 1.32 inches

Left Margin: 1.5 inches

Right Margin: 1.00 inch

Text: Font -Times New Romans –12

Line Spacing: 1.5

Page Numbers: Right aligned in footer

Headings: Font -Times New Romans –14 Bold

Header Line: Project Topic, Right aligned in header,

Font -Times New Romans –10

Footer Line: Dept. of----------------, Left aligned in footer

Font -Times New Romans –10

The following sequence may be followed in the preparation of the final report:

1. **Cover Page (On the hardbound cover)**
2. **Title Page (Inner Cover Page)**
3. **Certificate from the institute (signs by guide, and principal as per format given)**
4. **Certificate by sponsored company/organization) (on company letterhead)**
5. **Certificate by guide**
6. **Acknowledgements**
7. **List of Figures (with figure number, figure titles and page numbers)**
8. **List of Tables (with table number, table title and page number)**
9. **Abstract**
10. **Table of Contents (with page numbers)**
11. **Chapters**

**Chapter 1: Introduction (Page No.1 should start with Chapter 1)**

**Chapter 2: Packages**

**Chapter 3 Methodology/ Algorithm** (Explain the methodology/process/product developed in detail)

**Chapter 4: Important Code(Snap shots of code)**

**Chapter 5: Result and Analysis** (Explain the design/analysis/simulation of the proposed project in detail, Explain the results in detail)

**Chapter 6: Conclusion and Future Research**

**(Report of 25 to 30 pages)**

**A MINI PROJECT REPORT ON**

**TITLE OF THE PROJECT**

SUBMITTED TO SAVITRIBAI PHULE PUNE UNIVERSITY

IN PARTIAL FULFILLMENT OF THE DEGREE

**COMPUTER ENGINEERING**

**(THIRD YEAR)**

**BY**

**NAME OF STUDENTS**

**NAME OF STUDENTS**

**NAME OF STUDENTS**

**NAME OF STUDENTS**

**UNDER THE GUIDANCE OF**

**Prof. …………………..**

****

**DEPARTMENT OF COMPUTER ENGINEERING**

**(THIRD YEAR)**

Shalaka Foundation’s

**KEYSTONE SCHOOL OF ENGINEERING**

Near Handewadi Chowk ,Urali Devachi,

Shewalewadi,Pune,Maharashtra-412308

****

**DEPARTMENT OF COMPUTER ENGINEERING**

Shalaka Foundation’s

**KEYSTONE SCHOOL OF ENGINEERING**

Near Handewadi Chowk ,Urali Devachi,

Shewalewadi,Pune,Maharashtra-412308

**CERTIFICATE**

This is to certify that the mini project report entitled

“**TITLE OF THE PROJECT**”

Submitted by

Name of the Student

Name of the Student

Name of the Student

Name of the Student

is a bonafide work carried out by them under the supervision of Prof. ………………………….. and it is submitted towards the partial fulfillment of the requirement of Savitribai Phule Pune University for the award of Third Year Computer Engineering.

**Project Guide External Examiner**

###### Head

###### Dept. of Computer Engineering

**Place:**

**Date:**

**Certificate by Guide**

This is to certify that Group Id................ have completed the mini project work under my guidance and supervision and that, I have verified the work for its originality in documentation, problem statement, implementation and results presented in the mini project work. Any reproduction of other necessary work is with the prior permission and has given due ownership and included in the references.

**Place:**

**Date:** Signature of Guide

(Name of guide)

**Guidelines for writing the project report**

1. Cover Page (On the hardbound cover) as per format given.
2. Title Page (Inner Cover Page) as per format given
3. Certificate from the Institute (as per format given)
4. Certificate by sponsored company/organization(as per the format)
5. Certificate by guide (as per the format)
6. **Acknowledgement, Dedications**

You may like to record the assistance / help offered by people associated with you in making the report. There is no specific format for this. You may format it on **your own**. No grade or evaluation component is associated with this page.

1. **List of symbols, List of Figures**

You may want to develop the subject using mathematical/ statistical/ chemical/ or any other standard notations used in the scientific literature. The list containing the symbols and their meaning should be given in the list of symbols. You may want to include illustrations, photographs, flow charts and other statistical charts. Carefully Make a list of all those figures in a proper order and give consecutive number. You have to make a reference to the figure in the text of the chapters. The list should have continuous numbering irrespective of the chapters where they appear and the page number (or alternatively it should be numbered according to the chapter, its serial number in that chapter). Please make it a point that no figure goes un- referred in your Project work.

1. **List of Tables**

You may want to include Experimental data, collected data, calculated values and other forms of data in the form of tables. Carefully make a list of all those tables in a proper order and give consecutive number. You have to make a reference to the table in the text of the chapters. The list should have continuous numbering irrespective of the chapters where they appear and the page number (or alternatively it should be numbered according to the chapter, its serial number in that chapter). Please make it a point that no Table goes un-referred in your Project work and also without any explanatory note/ comments/observations/conclusive remarks.

1. **Abstract**

Summaries your project work in 2-3 paragraphs. Highlight your main results.

1. **Table of Contents**

The list of chapters should be arranged in their natural order of development of your project or how you want to develop the subject. The chapters should be arranged in a sequence. Each page of the Project work is to be numbered. Give the starting page number of each chapter in the chapter list.

1. **Chapters**

Logically you kno w the subject and how you want to present in a best possible way, is in your hands. Hence an equally logical proposition should be that the chapters should be in the following order.

**Chapter 1: Introduction** (Page No.1 should start with Chapter 1)

Introduce your project here. You can explain why the project is important, current scenario, what you are looking forward to, How beneficial it is etc.

**Chapter 2: Packages**

**Chapter 3 Methodology/Algorithm**

In this chapter you can explain the methodology/process/product developed in detail with tables, figures and process and flow charts. You can also indicate type of raw material used, input and output parameters, their specific requirements, benefits, the process adopted etc. This chapters contains the experiments done, descript ion of setup, Design methods adopted, How data has been collected, observations made, market survey analysis etc., computer software used, its features etc.

**Chapter 4:** **Important Code** (Attach snap shot)

**Chapter 5: Result and Analysis**

This chapter explain the design/analysis/simulation of the proposed project in detail and then explain the results in details. This chapter show what has been the input and what is the output of your studies, discuss the agreement / variation, why they have occurred, are there any similar situations in the past to correlate your results, any new development or new finding in the pattern of your results etc. This chapter indicates to a reader how the results are interpreted, conclusions drawn at different levels of progress of work.

**Chapter 6: Conclusion and Future Research**

In this chapter the project work is concludedbased on the results obtained. Here you explain how your results have influenced / improved, how it has benefited the company, how the results made a difference to previous situations, etc., This chapter indicates to a reader net all-round conclusions drawn, suggestions for improvements, limitations/ applicability of the work in situations and scope for further improvement. if it is a software then how it is efficient and in which situation it applicable etc.

**Format for giving Bibliography or References**

This is an important part of the Project work helping you and the reviewer as to see how deep you went into subject matter, how to get a similar or contemporary report can be referred, how to compare your results with other research workers in this area etc., It is a code **many refereed journals follow**. It is a good practice to follow an order, which is according to alphabetical order of the authors. Some may follow a chronological order. Choose the one appropriately. **It is also possible that you publish the subject of the Project work in national / international journals**. The list of references thus help you educate yourself and also let others to know where to search and what to search more precisely and quickly.

Bibliography or References can be included in the report according to the format given in the following examples. **References should be cited properly inside the text of the report.**

# 1. Book

Author. Title of Book. City of Publication: Publisher, Year.

**One Author Example:** Brinkley, Alan. The Unfinished Nation. New York: Knopf, 1993.

**Two or More Authors Example:** Rowe, Richard, and Larry Jeffus. The Essential Welder: Gas Metal Arc Welding Classroom Manual. Albany: Delmar, 2000.

**2. Scholarly Journal Articles**

Author. "Title of Article." Title of Journal Volume number (Year): Page(s).

**Example:** Davis, William D., Thomas Cleary, Michelle Donnelly, and Samuel Hellerman. "Using Sensor Signals to Analyze Fires." Fire Technology 39 (2003): 295-308

**3. Conference Proceedings**

Editor names(s). Title of publication/conference. Name of conference. Dates and place of conference. Place of publication, publisher, and date of publication.

**Example:** Vivian VL, editor. Child abuse and neglect: a medical community response. First AMA National Conference on Child Abuse and Neglect; 1984 Mar 30-31; Chicago. Chicago: American Medical Association; 1985.

# 4. Project Work and Theses

Author name. Full title of the report. Publication type. Location and name of institution. Date of publication.

**Project Work Example:** Youssef NM. School adjustment of children with congenital heart disease [Project Work]. Pittsburgh (PA): University of Pittsburgh; 1988.

**Thesis Example:** Devins GM. Helplessness, depression, and mood in end-stage renal disease [masters thesis]. Montreal, Quebec: McGill University;1981.

**5. A Private Communication**

Wonham W.m. (1982) Private Communication.

**6. Format for Citation of References within the Report**

Example of citing a journal paper listed in references, inside the text of the report:

…….. These results have been presented by Kalman and Pucy [2] …….