

Report For the Micro-Project

The micro-project report has two parts:

- The first part is the 'Project Proposal' about 1-2 pages in the format given in Annexure- I.
 - This is related to the planning, which should be submitted by the end of the fourth week of the semester.
 - The purpose of this part is to teach the student to plan and also to ensure that students finalize their titles and start working by the fourth week.
- The second part is the micro-project report (Annexure II) which is to be submitted after the completion of the project.
 - It should have 8-25 A4 size pages depending upon the nature of the project (excluding the cover page and initial pages).
 - Preferred font size should be 12(Times New Roman) of 1.15 line spacing with margins of 2.5 cm (top, bottom, right and left of each page). Paragraph should be justified. Heading font size should be 16 in bold and sub heading font size 12 in bold.

ARRANGEMENT OF CONTENTS:

The sequence in which the project report material should be arranged and bound should be as follows:

1. Cover Page/Title Page
2. Certificate
3. Acknowledgement
4. Annexure I
5. Annexure II
6. Annexure IV

The table, figures, charts and outputs shall be introduced in appropriate places in Annexure II

**Anjuman-I-Islam's
M.H. Saboo Siddik Polytechnic**



SUBJECT NAME:

DEPARTMENT:

SEMESTER:

MICRO PROJECT TITLE:

YEAR: 2022-23

PREPARED BY:

Names of Team Members with Roll Nos.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

UNDER THE GUIDANCE OF: Prof.



Maharashtra State Board of Technical Education Certificate

This is to certify that Mr./Ms.....
of Semester of Diploma in of
Institute has
successfully completed Micro-project work in subject
..... for the academic
year as prescribed in the I-Scheme Curriculum.

Place:

Enrollment no:

Date:

Exam seat no:

Signature
Project Guide

Signature
H. O. D

Signature
Principal



ACKNOWLEDGMENT

We wish to express our profound gratitude to our guide Mr./Ms. who guided us endlessly in the framing and completion of the micro project. He/she guided us on all the main points in that micro project. We are indebted to his/her constant encouragement, cooperation, and help. It was his/her enthusiastic support that helped us in overcoming various obstacles in the micro-project.

We are also thankful to our Principal, HOD, faculty members and classmates of department for extending their support and motivation in the completion of this micro-project.

Names of Team Members with Roll Nos.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Micro-Project Proposal
(Format for Micro-Project Proposal about 1-2 pages)

Title of Micro-Project

1.0 Aims/Benefits of the Micro-Project (minimum 30-50 words)

2.0 Course Outcomes Addressed

(List down the Course outcomes (COs) addressed / mapped to the micro-project as mentioned in the syllabus of that course(subject))

- a)
- b)
- c)
- d)

3.0 Proposed Methodology (Procedure in brief that will be followed to do the micro-project in about 100 to 200 words).

For example:

1. To search the information about the project. (Collect relevant data from different sources (books/internet/market/suppliers/experts and others through surveys/interviews etc.).
2. To collect all relevant content / materials to complete the project.
3. To prepare the report of micro project.
4. To deliver presentation/ appear for viva-voice.

Sample:

1. Discussion of topic with guide and group members.
2. Literature survey.
3. Submission of project proposal. (Annexure I).
4. Collection of data / information.
5. Analysis of data / information.
6. Compilation of content.
7. Rough draft submission.
8. Editing and reviewing the content.
9. Weekly progress report submission.
10. Final draft submission.
11. Viva Voce / Delivery of presentation.

Annexure-I

4.0 Action Plan (Sequence and time required for major activities. The following is for reference. The activities can be included/ modified/excluded)

Sr. No.	Week	Details of activity	Planned Start date	Planned Finish date	Name of Responsible Team Members
1	1 & 2	Discussion and finalization of the topic.			
2	3	Preparation of the abstract			
3	4	Literature review			
4	5	Submission of micro project proposal (Annexure I)			
5	6	Collection of the information on the topic.			
6	7	Collection of all relevant content / materials for the execution of the project.			
7	8	Discussion and submission of outline of the project.			
8	9	Analysis/execution of collected data/information and Preparation of prototypes/drawings/charts/graphs/tables/models/circuits/programs etc.			
9	10	Compilation of contents of project			
10	11	Compilation of weekly progress report			
11	12	Preparation of the project report (Annexure II)			
12	13	Viva Voce / Delivery of presentation.			

5.0 Resources Required (major resources such as raw material, some machining facility, software, etc.)

Sr. No.	Name of Resource/material	Specifications	Quantity	Remarks
1				
2				
3				

Names of Team Members with Roll Nos.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

(To be approved by the concerned teacher)

Micro-Project Report

Format for Micro-Project Report (Minimum 4 pages)

Title of Micro-Project

1.0 Rationale

(Importance of the project, in about 100 to 150 words. This is a modified version of the earlier one written after the work)

[A rationale is a justification of something. This explains why we are taking an action or proposing an idea. A project rationale is a pitch for a project. A project rationale typically states a problem, a solution, and the benefits of the project compared to alternatives.

Identify the topics/problems in the area related to the subject. Identify the information suggesting the cause of the problem and possible solutions.]

2.0 Aims/Benefits of the Micro-Project: (In about 50 to 150 words)

3.0 Course Outcomes Achieved (Add to the earlier list (Annexure I) if more COs are addressed)

- a)
- b)
- c)
- d)

4.0 Literature Review (You can include all the resources from where you have gathered information for the micro project).

Sample:

- Reference book name (if any)
- Open Educational Resources (OER) - refers to free resources available on the internet or other domain, which can be used for educational and research purposes.
- Surveys
- Questionnaire
- Journal Articles
- Research paper, thesis or dissertation
- YouTube Videos
- Novels, plays & films
- Digital learning resource (audio, video, text, animation & images)

5.0 Actual Methodology Followed

1. Write procedure/approach/technique etc. to accomplish project work.
2. Analyze the collected data (if any) and generate useful information from it.
3. Write the procedure for data analysis.
4. Contribution of an individual member may also be noted (did what work)].

6.0 Actual Resources Used (Mention the actual resources used).

Sr. No.	Name of Resource/material	Specifications	Quantity	Remarks
1				
2				

7.0 Outputs of the Micro-Projects

- [1. Drawings of the prototype, drawings of the survey, presentation of collected data/findings/observations/outputs.
 2. Generated information visually in form of appropriate drawings/tables/charts/graphs.
 3. Draw/design the prototype/model/ of the desired equipment/instrument/machine part etc.]

8.0 Skills Developed / Learning outcome of this Micro-Project (In about 50 to 150 words)

(It is not necessary that every micro-project should develop all the following skills/abilities/outcomes. However, some of the abilities mentioned below may be common in many of the micro-projects. Hence, you have to select appropriately from the following and you can select others also)

The following skills are developed:

- 1) **Identifying:** Identifying the problem and cause of problem in the area related and prepare project proposals before starting the project.
- 2) **Derive:** Derive different possible solutions creatively.
- 3) **Data Collection:** Collect relevant data from different sources (books/the internet/the market/suppliers/experts and others through surveys/interviews).
- 4) **Designing:** Designing of micro project with minimum required resources (low cost).
- 5) **Developing:** Develop the prototype/model/ of the desired equipment/instrument/machine part etc.
- 6) **Teamwork:** Learn to work in a team and boost individual confidence.
- 7) **Time Management:** Timely completion of micro project as scheduled.
- 8) **Data Analysis:** Interpretation of data, drawing and analysis of laboratory calculations etc.
- 9) **Problem-solving:** Develop good problem-solving skills.
- 10) **Safety:** Incorporate safety features in products.
- 11) **Technical Writing:** Preparing a report of the proposed plan and final report.
- 12) **Presentation and communication skills:** Giving working model presentation of the micro project.
- 13) **Confidence:** Confidently, answer the questions asked about the project.
- 14) **Acknowledgement:** Acknowledge the help rendered by others in the success of the project.

9.0 Applications of this Micro-Project (In about 30 to 50 words)

(To be evaluated by the concerned teacher)

Micro Project Evaluation Sheet**Name of Student:** **Enrollment No:****Name of Programme:** **Semester:****Course Title:** **Code:****Title of the Micro-Project:****Course Outcomes Achieved: -**

- a)
- b)
- c)
- d)

Sr. No.	Characteristics to be assessed	Poor (Marks 1 - 3)	Average (Marks 4 - 5)	Good (Marks 6 - 8)	Excellent (Marks 9- 10)	Sub Total
(A) Process and Product Assessment (Convert above total marks out of 6 Marks)						
1	Relevance to the course					
2	Literature Review/information collection					
3	Completion of the Target as per project proposal					
4	Analysis of Data and representation					
5	Quality of Prototype/Model					
6	Report Preparation					
(B) Individual Presentation/ Viva (Convert above total marks out of 4 Marks)						
7	Presentation					
8	Viva					

(A) Process and Product Assessment (6 marks)	(B) Individual Presentation & viva (4 marks)	Total Marks 10

Comments/Suggestions about teamwork/leadership/inter-personal communication (if any)

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Name and designation of the Teacher**Dated Signature**