



## **GUIDELINES FOR THE PREPARATION**

**of**

### **Internship/Major Project Phase-I**

## **REPORTS**

**for**

**M. Tech.**

- a. **Project reports should be typed on bond paper – 80 GSM with soft binding with 1.5 on a A4 size bond paper (210 x 297 mm). The margins should be: Left - 1.5", Right - 1", Top and Bottom - 1".**
- b. **Font: 12 points – Times New Roman**
- c. **The reports shall be printed on A4 size with 1.5 spacing and Times New Roman with font size 12, outer cover of the report (wrapper) has to be Ivory color with soft binding for M.Tech Circuit Programs students and Light Blue color with soft binding for M.Tech Non-Circuit Programs students and**

**The total number of reports to be prepared are (2 hard copies report + 1 CD)**

- a. **One copy to the department**
- b. **One copy to the Student**
- c. **CD only one copy (Department copy)**
- d. **Before taking the final printout, the approval of the concerned guide(s) is mandatory and suggested corrections, if any, must be incorporated.**
- e. **For making copies dry tone photocopy is suggested.**

**Abstract** is essentially a complete overview or the Synopsis of the Major Project in one page, should be precise, concise, and clear. It has to be written in past tense as the work is already completed. If abbreviations or acronyms need to be included in the abstract, the first time it is used, it should be written out in the full form and put the abbreviation in brackets. e.g. "Magnetic Resonance Imaging (MRI)". The Abstract may have about 2 paragraphs covering the outline of the work as below:

**First para:** Brief introduction about the project which should include background, Areas /type of applications, market size (if available) and hence the importance of the domain. Key developments in the domain, unresolved issues or/and new emerging opportunities in the domain areas and hence the problem or the issue that is proposed to be addressed in the Major project or the objective. If it is theory or simulation based add all the existing theory/algorithms names and what is it that the Major project is based on, their essentially advantage or drawbacks in brief and hence the motivation to work on the Major project phase - I work.

**Second Para:** Business process/ Software development life cycles/ methodology of your Major project including the key theory, design tools or software tools or / and the experimental tools that will be used, the key specifications including constraints or boundary conditions or approximations or assumptions that have been considered for the work. The sequence in which the work is to be carried out.

**In brief the abstract should be**

**Complete — it covers all aspects of the internship work**

**Concise — it contains no excess wordiness or unnecessary information.**

**Clear — it is readable, well organized, and not too jargon-laden.**

**Cohesive — it flows smoothly between the parts.**

Chapters (to be numbered in Arabic) Main body of the report divided appropriately into chapters, sections and subsections. The chapters, sections and subsections may be numbered in the decimal form for e.g. Chapter 1, sections as 1.1, 1.2 etc., and subsections as 1.1.1, 1.1.2, 1.1.3 etc. Chapter 2, sections as 2.1, 2.2, etc., and subsections as 2.1.1, 2.1.2, etc.

**Title: Major Project Phase - I Title should have a short & straightforward title. Do not include abbreviations/company name/product name in the title.**

**References:** The section on references should list them in serial order in the following format. Latest papers have to be referred to in the reference and all references have to be cited as [1], [2], etc. in the document.

Do not put Wikipedia links and google links or other web sites as references

**REFERENCES (As per IEEE format and must be Numbered consecutively in order of first mention) & Annexure / Appendix**

- a. Journal Paper: Name initial, “title”, Journal name, vol. \*(issue), year, pp.\*\*

- b. Eg: Honig, M.L., Steiglitz, K., and Gopinath, B., "Multichannel signal processing for data communication in the presence of crosstalk", *IEEE Trans. Communications.*, vol. 38, (4), 1990 , pp. 551–558.
  - c. Proceeding / conferences : Name Initial, "title", Proceeding of the \*\*\*, Editor name, place, year, pp. \*\*\*
  - d. Eg: Shin, K.G. and McKay, N.D. "Open Loop Minimum Time Control of Mechanical Manipulations and its Applications" *Proceeding of the . Amer. Contr. Conf., San Diego, CA, ,1984*, pp. 1231-1236.
  - e. Thesis (Masters / Doctoral) : Name, initials, "title", University, Year
  - f. Eg: Nongpiur, R C, "Near-End Crosstalk Cancellation in xDSL Systems" *Doctoral thesis, University of Victoria, 2005*
  - g. Annual reports / manual: Name (optional), "title", Report number, Agencies, Year
  - h. Eg: The International Technology Roadmap for Semiconductors, Report-7, ITRS, 2011,
  - i. Patent: Name initial, "title of patent", Patent number, date of patent
  - j. Eg: Bischoff F, "Apparatus for vapor deposition of silicon," *U.S. Patent 3 335 697*, Aug. 15, 1967.
  - k. Books / Manual / standards datahand books : "Title ", publisher, year
  - l. Eg: "Ferrous Material Testing Procedure " ASTM Standard- vol.3, Americal Society for Testing Materials, 2003
  - m. ANNEXURE /Appendix : Could include programs, company profile, specimen /representative calculations, Data sheets, additional theory or related information, publications if any or any other information relevant to the work.
- Verbatim reproduction of material available elsewhere should be strictly avoided. Where short excerpts from published work are desired to be included, they should be within quotation marks appropriately referenced.
  - Proper attention is to be paid not only to the technical contents but also to the organization of the report and clarity of the expression. Due care should be taken to avoid spelling and typing errors. The student should note that report-write-up forms the important component in the overall evaluation of the project
  - Software projects must include a virus free disc, containing the software developed by them along with the read me file. Read me file should contain the details of the variables used, salient features of the software and procedure of using them: compiling procedure, details of the computer hardware/software requirements to run the same, etc. If the developed software uses any public domain software downloaded from some site, then the address of the site along with the module name etc. must be included on a separate sheet. It must be properly acknowledged in the acknowledgments.
  - The reports submitted to the department/guide(s) must be hard bounded, with a plastic covering.
  - Separator sheets, used if any, between chapters, should be of thin paper

- The **chapter number must be justified (left or right justified (font size 16). Followed by the title of chapter centered (font size 18), section/subsection numbers along with their headings must be left justified with section number and its heading in font size 16 and subsection and its heading in font size 14. The body or the text of the report should have font size 12.**

## **Figures, Tables and Flow Diagrams**

- Should Communicate primary findings clearly
- Display trends and group results
- The figures, tables or flow diagrams should be self-explanatory, stand alone, meaningful and clear captions.
- The titles of chapter or the caption of figure **should not be just Software Requirements Specification or High Level Design or Software Testing or Flow Diagram but should add a few more words or phrase which explains the individuality of the actual work.** Otherwise it looks like the whole class has done the same work.
- Do not duplicate tables in figure, use any one of them which clearly conveys the desired information.
- Use good quality figures [ e.g. 300 dpi]
- Use appropriate graphics software for drawing graphs. The graphs should have clear and distinct legends, scales with appropriate units and which are visible.
- Don't cut and paste figures and tables from other sources as far as possible Reproduce your own.
- If using of figures and tables elsewhere reported is inevitable, mention the primary source or reference. Fig 1.1 Buckling resistance of FW cylinders [23]
- Each figure and table must be referred to in the text before it appears in the text.
- Place the Caption of figure below the figure and of the table above the table.
- The figures and tables must be numbered chapter wise for e.g.: Fig. 2.1 Block diagram of a serial binary adder, Table 3.1 Primitive flow table, etc.