

**FORMAT FOR
PREPARATION OF
UG PROJECT
REPORT**

ARRANGEMENT OF CONTENTS

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

TITLE PAGE

BONAFIDE CERTIFICATE

ACKNOWLEDGEMENT

TABLE OF CONTENTS

LIST OF FIGURES

LIST OF TABLES

ABSTRACT

GRAPHICAL ABSTRACT

ABBREVIATIONS SYMBOLS

Chapter 1: Introduction

(Including Identification of client & need, Relevant contemporary issues, Problem Identification, Task Identification, Timeline, organization of the report)

Chapter 2: Literature survey

Timeline of the reported problem as investigated throughout the world, bibliometric analysis, proposed solutions by different researchers, summary linking literature review with the project, Problem Definition, Goals and Objectives.

Chapter 3: Design flow/Process

Concept Generation, Evaluation & Selection of Specifications/Features, Design Constraints– Regulations, Economic, Environmental, Health, manufacturability, Safety, Professional, Ethical, Social & Political Issues considered in design, Analysis and Feature finalization subject to constraints, Design Flow (at least 2 alternative designs to make the project), Best Design selection (supported with comparison and reason) and Implementation plan ((Flowchart /algorithm/ detailed block diagram).

Chapter 4 Results analysis and validation

Implementation of design using Modern Engineering tools in analysis, design drawings/schematics/ solid models, report preparation, project management, and communication, Testing/characterization/interpretation/data validation.

Chapter 5: Conclusion and future work deviation from expected results and way ahead References
Appendix

User manual (Complete step by step instructions along with pictures necessary to run the project)

Achievements

The table and figures shall be introduced in the appropriate places.

1 PAGE DIMENSION AND BINDING SPECIFICATIONS:

- The dimension of the project report should be in A4 size.
- The project report should be bound using flexible cover of the thick white art paper.
- The cover should be **printed in black letters** and the text for printing should be identical.

2 PREPARATION FORMAT:

2.1 Cover Page & Title Page – A specimen copy of the Cover page & Title page of the project report are given in **Appendix 1**.

2.2 Bonafide Certificate

- The Bonafide Certificate shall be in double line spacing using Font Style Times New Roman and Font Size 14, as per the format in **Appendix 2/2A**.
- The certificate shall carry the supervisor's signature and shall be followed by the supervisor's name, academic designation (not any other responsibilities of administrative nature), department and full address of the institution where the supervisor has guided the student.
- The term '**SUPERVISOR**' must be typed in capital letters between the supervisor's name and academic designation.
- If the project was carried out in an Industry, certificate from the same industry in their format should be attached in the report.

2.3 Abstract – Abstract should be one page synopsis of the project report typed double line spacing, Font Style Times New Roman and Font Size 14

2.4 Table of Contents

- The table of contents should list all material following it as well as any material which precedes it.

- The title page and Bonafide Certificate will not find a place among the items listed in the Table of Contents but the page numbers of which are in lower case Roman letters.
- One and a half spacing should be adopted for typing the matter under this head.
- A specimen copy of the Table of Contents of the project report is given in Appendix 3.

2.5 List of Tables

- The list should use exactly the same captions as they appear above the tables in the text.
- One and a half spacing should be adopted for typing the matter under this head.

2.6 List of Figures

- The list should use exactly the same captions as they appear below the figures in the text.
- One and a half spacing should be adopted for typing the matter under this head.

2.7 List of Symbols, Abbreviations and Nomenclature

- One and a half spacing should be adopted or typing the matter under this head.
- Standard symbols, abbreviations etc. should be used.

2.8 Chapters – The chapters may be broadly divided into 3 parts: (i) Introductory chapter, (ii) Chapters developing the main theme of the project work (iii) and Conclusion.

The main text will be divided into several chapters and each chapter may be further divided into several divisions and sub-divisions.

- Each chapter should be given an appropriate title.
- Tables and figures in a chapter should be placed in the immediate vicinity of the reference where they are cited.

2.9 Appendices – Appendices are provided to give supplementary information,

which is included in the main text may serve as a distraction and cloud the central theme.

- Appendices should be numbered using Arabic numerals, e.g., Appendix-1, Appendix-2, etc.
- Appendices, Tables and References appearing in appendices should be numbered and referred to as appropriate places just as in the case of chapters.
- Appendices shall carry the title of the work reported and the same title shall be made in the contents page also.

2.10 List of References

- The listing of references should be typed 4 spaces below the heading “REFERENCES” in alphabetical order in single spacing left – justified.
- The reference material should be listed in the alphabetical order of the first author.
- The name of the author/authors should be immediately followed by the year and other details.

A typical illustrative list given below relates to the citation example quoted above.

REFERENCES

1. Aripnammal, S. and Natarajan, S. (1994) ‘Transport Phenomena of Sm Sel – X Asx’, Pramana – Journal of Physics Vol.42, No.1, pp.421-425.
2. Barnard, R.W. and Kellogg, C. (1980) ‘Applications of Convolution Operators to Problems in Univalent Function Theory’, Michigan Math, J., Vol.27, pp.81– 94.
3. Shin, K.G. and Mckay, N.D. (1984) ‘Open Loop Minimum Time Control of Mechanical Manipulations and its Applications’, Proc.Amer.Contr.Conf., San Diego, CA, pp. 1231-1236.

2.11 Table and figures

- By the word Table, is meant tabulated numerical data in the body of the project report as well as in the appendices.

- All other non-verbal materials used in the body of the project work and appendices such as charts, graphs, maps, photographs and diagrams may be designated as figures.

4 TYPING INSTRUCTIONS:

- The impression on the typed copies should be black in colour.
- One and a half spacing should be used for typing the general text. The general text shall be typed in the Font style 'Times New Roman' and Font size 12.
- Name of the Chapter shall be typed in the Font style 'Times New Roman', BOLD and Font size 16.
- Heading shall be typed in the Font style 'Times New Roman', BOLD and Font size 14.
- Sub - Heading shall be typed in the Font style 'Times New Roman', BOLD and Font size 12.

CHAPTER-No

(Size-16, New times Roman, BOLD, Centered)

NAME OF CHAPTER

(Size-16, New times Roman, BOLD, Centered)

1.1. Main Heading (Size-14, New times Roman, BOLD, Left Aligned)

Paragraph Text (Size-12, New times Roman, Line spacing, 1.5, Justified)

1.1.1. Subheading (Size-12, New times Roman, BOLD, Left Aligned)

Paragraph Text (Size-12, New times Roman, Line spacing, 1.5)

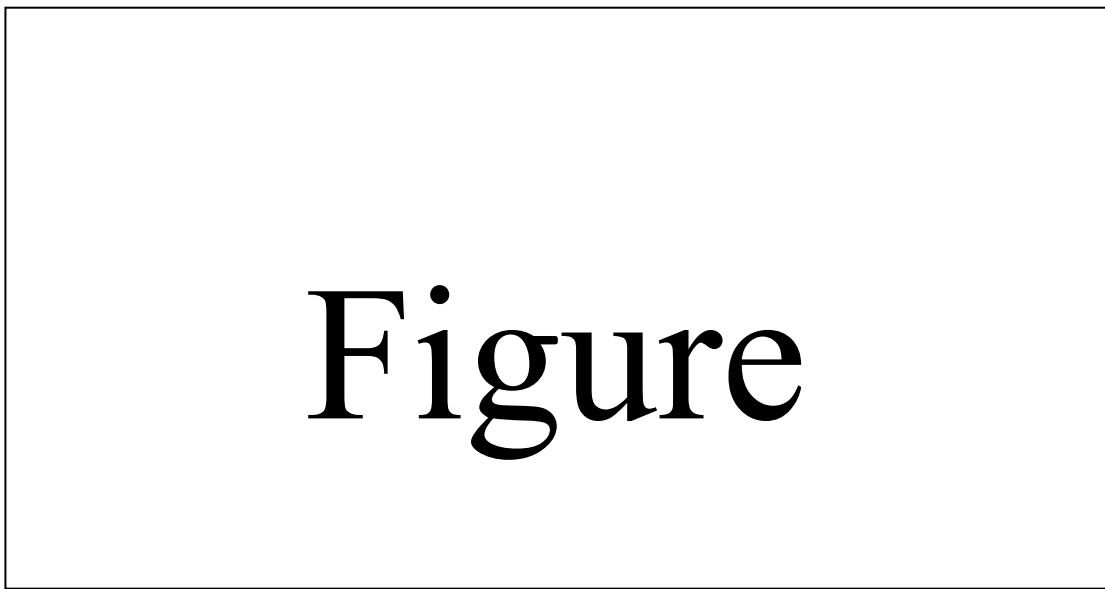


Figure 1: Title of the Figure (Size-10, New times Roman, BOLD)

Table 1: Caption of the Table (Size-10, New times Roman, BOLD)

SAMPLE DOCUMENT

TITLE OF PROJECT REPORT

<1.5 line spacing>

A PROJECT REPORT

Submitted by

<Italic>

NAME OF THE CANDIDATE(S)

in partial fulfillment for the award of the degree of

<1.5 line spacing><Italic>

NAME OF THE DEGREE

IN

BRANCH OF STUDY



Chandigarh University

MONTH & YEAR

TITLE OF PROJECT REPORT

A PROJECT REPORT

Submitted by

John Doe (UID) Jane Doe (UID)

in partial fulfillment for the award of the degree of

BACHELOR OF ENGINEERING

IN

ELECTRONICS ENGINEERING



MAY 2022



BONAFIDE CERTIFICATE

Certified that this project report “..... **TITLE OF THE PROJECT.....**” is the bonafide work of “.....**NAME OF THE CANDIDATE(S).....**” who carried out the project work under my/our supervision.

<<Signature of the HoD>>

SIGNATURE

<<Signature of the Supervisor>>

SIGNATURE

<<Name of the Head of the Department>>

HEAD OF THE DEPARTMENT

<<Name>>

SUPERVISOR

<<Academic Designation>>

<<Department>>

<<Department>>

Submitted for the project viva-voce examination held on_

INTERNAL EXAMINER

EXTERNAL EXAMINER

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ABSTRACT

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ABBREVIATIONS

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SYMBOLS

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CHAPTER 1.

INTRODUCTION

1.1. Client Identification/Need Identification/Identification of relevant Contemporary issue

- Justify that the issue at hand exists through statistics and documentation
- it's a problem that someone needs resolution (consultancy problem)
- the need is justified through a survey or reported after a survey
- Relevant contemporary issue documented in reports of some agencies

1.2. Identification of Problem

Identify the broad problem that needs resolution (should not include any hint of solution)

1.3. Identification of Tasks

Define and differentiate the tasks required to identify, build and test the solution.
(Should be able to build a framework of the report, identify the chapters, headings and subheadings)

1.4. Timeline

Define the timeline (preferably using a Gantt chart)

1.5. Organization of the Report

Give a brief what should be expected in each of the chapters

CHAPTER 2.

LITERATURE REVIEW/BACKGROUND STUDY

2.1. Timeline of the reported problem

As investigated throughout the world, when was the problem identified, documentary proof of the incidents.

2.2. Proposed solutions

Brief of the earlier proposed solutions

2.3. Bibliometric analysis

Analysis based on (key features, effectiveness and drawback)

2.4. Review Summary

Link findings of literature review with the project at hand.

2.5. Problem Definition

Define the problem at hand including what is to be done, how it is to be done and what not to be done

2.6. Goals/Objectives

Statements setting the milestones during the course of project work.

Keeping in mind

- Narrow, specific statements about what is to be learned and performed
- Precise intentions
- Tangible
- Concrete
- Can be validated or measure

CHAPTER 3.

DESIGN FLOW/PROCESS

3.1. Evaluation & Selection of Specifications/Features

Critically evaluate the features identified in the literature and prepare the list of features ideally required in the solution.

3.2. Design Constraints

Regulations/Economic/Environmental/Health/manufacturability/Safety/Professional/Ethical/Social & Political Issues/Cost considered in design.

3.3. Analysis and Feature finalization subject to constraints

Remove, modify and add features in light of the constraints.

3.4. Design Flow

At least 2 alternative designs/processes/flow to make the solution/complete the project.

3.5. Design selection

Analyze the above designs and select the best design based supported with comparison and reason.

3.6. Implementation plan/methodology

Flowchart/algorithm/ detailed block diagram

CHAPTER 4.

RESULTS ANALYSIS AND VALIDATION

4.1. Implementation of solution

Use modern tools in:

- analysis,
- design drawings/schematics/ solid models,
- report preparation,
- project management, and communication,
- Testing/characterization/interpretation/data validation.

CHAPTER 5.

CONCLUSION AND FUTURE WORK

5.1. Conclusion

Should include expected results/ outcome, deviation from expected results and reason for the same

5.2. Future work

Should include the Way ahead (required modifications in the solution, change in approach, suggestions for extending the solution.

REFERENCES

APPENDIX

USER MANUAL

(Complete step by step instructions along with pictures necessary to run the project)