

**GUIDELINES FOR PREPARATION OF  
INTERNSHIP / MINI PROJECT / PROJECT REPORT  
FOR B.E. / B. TECH. PROGRAMMES**

**1. 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. Bonafide Certificate
3. Abstract
4. Table of Contents
5. List of Tables
6. List of Figures
7. List of Symbols, Abbreviations and Nomenclature
8. Chapters
9. Appendices
10. References

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

**2. PAGE DIMENSION AND BINDING SPECIFICATIONS:**

The dimension of the project report should be in Executive Bond 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.

**3. PREPARATION FORMAT:**

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

**3.2 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**.

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.

- 3.3 Abstract** – Abstract should be one page synopsis of the project report typed double line spacing, Font Style Times New Roman and Font Size 14.
- 3.4 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**.
- 3.5 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.
- 3.6 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.
- 3.7 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.
- 3.8 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.
- ❖ Footnotes should be used sparingly. They should be typed single space and placed directly underneath in the very same page, which refers to the material they annotate.

- 3.9 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 at 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.

- 3.10 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 Mach, 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.

- 3.10.1 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 13.

\* \* \* \* \*



## **APPENDIX 1**

(A typical Specimen of Cover Page & Title Page)  
<Font Style Times New Roman – Bold>



# **TITLE OF PROJECT REPORT**

<Font Size 18><1.5 line spacing>

## **A PROJECT REPORT**

<Font Size 14>

*Submitted by*

<Font Size 14><Italic>

## **NAME OF THE CANDIDATE(S)**

<Font Size 16>

*in partial fulfillment for the award of the degree*

*of*

<Font Size 14><1.5 line spacing><Italic>

## **NAME OF THE DEGREE**

<Font Size 16>

**IN**

**BRANCH OF STUDY**

<Font Size 14>

**KARPAGAM COLLEGE OF ENGINEERING**

**COIMBATORE – 641 032**

<Font Size 14>

**ANNA UNIVERSITY : CHENNAI 600 025**

<Font Size 16><1.5 line spacing>

**MONTH & YEAR**

<Font Size 14>

**SAMPLE**



**SOME PERFORMANCE ASPECTS  
CONSIDERATIONS OF A CLASS OF ANN**



**A PROJECT REPORT**

*Submitted by*

**SANDHYA A.**

**GAYATHRI R.**

*in partial fulfillment for the award of the degree*

*of*

**BACHELOR OF ENGINEERING**

*in*

**ELECTRONICS AND COMMUNICATION ENGINEERING**

**KARPAGAM COLLEGE OF ENGINEERING**

**COIMBATORE – 641 032**

**ANNA UNIVERSITY : CHENNAI 600 025**

**MAY 2024**

**APPENDIX 2**  
(A typical specimen of Bonafide Certificate)  
<Font Style Times New Roman>



**KARPAGAM COLLEGE OF ENGINEERING**  
**COIMBATORE – 641 032**  
**ANNA UNIVERSITY : CHENNAI 600 025**

<Font Style Times New Roman – size -18>

**BONAFIDE CERTIFICATE**

<Font Style Times New Roman – size -16>

<Font Style Times New Roman – size -14>

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 supervision.

<<Signature of the Head of the Department>>  
**SIGNATURE**

<<Name>>  
**HEAD OF THE DEPARTMENT**

<<Department>>

<<Full address of the Dept & College >>

<<Signature of the Supervisor>>  
**SIGNATURE**

<<Name>>  
**SUPERVISOR**

<<Academic Designation>>

<<Department>>

<<Full address of the Dept & College >>

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Certified that the candidate was examined during the viva voce examinations held on \_\_\_\_\_

Signature of the Internal Examiner with date

Signature of External Examiner with date



## **DECLARATION**

I / We hereby declare that this Project report entitled “\*\*\*\*\*” submitted by me for the degree of **BE in Electrical and Electronics Engineering at Karpagam College of Engineering, Coimbatore** is the record of original work done by me under the guidance and supervision of **NAME OF THE GUIDE, DESIGNATION** at the Department of Electrical and Electronics Engineering, Karpagam College of Engineering, Coimbatore – 641032 and has not formed the basis for the award of any degree, or diploma or titles in this institution or any other Institution of higher learning.

Date :

**Name and Signature of the Candidate(s)**

Place : Coimbatore

## ACKNOWLEDGEMENT

**First and foremost praises and thanks to the almighty for her showers and blessings throughout my / our project work to complete it successfully.**

I / We extend my / our gratitude to the Management of Karpagam College of Engineering, Coimbatore for the excellent infrastructure and support facilities to undergo the project work.

I / We am/ are very grateful to **Dr. V. KUMAR CHINNAIYAN**, the Principal and **NAME of the HoD / Director, Name of the Department** for provided the facilities, support and permission to carried out our /my project work at our esteemed institution.

I / We record my sincere gratitude to my / our Project Coordinator **NAME OF THE PROJECT COORDINATOR** for giving inputs, encouragement for the continuous improvement during the progress and to complete this project work.

I /We would like to express my /our sincere gratitude to my / our Supervisor **NAME OF THE SUPERVISOR**, for the continuous support for my / our UG / PG study, for his / her motivation and adequate guidance which helped me / us to achieve success in all my / our accomplishments and to complete this project work.

I / We also thank all the teaching faculty members and non-teaching Staff members of the department of **Name of the Department**, Karpagam College of Engineering, Coimbatore for their kindness and support.

I would like to thank **my / our parents, family members and friends** who sacrificed their time and energy to complete the project work successfully.

**NAME OF THE CANDIDATE(S)**



**APPENDIX 3**  
(A typical specimen of table of contents)  
<Font Style Times New Roman>

**TABLE OF CONTENTS**

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