



## **BRAINWARE UNIVERSITY**

*398, Ramkrishnapur Road, Barasat, North 24 Parganas, Kolkata - 700 125*

### **FORMAT FOR PREPARATION OF PROJECT REPORT FOR FINAL YEAR UG PROJECTS.**

#### **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 [Refer Appendix 1]
2. Bonafide Certificate [Refer Appendix 2]
3. Abstract
4. Table of Contents [Refer Appendix 3]
5. List of Tables
6. List of Figures
7. List of Symbols, Abbreviations and Nomenclature
8. Chapters Chapter 1: Introduction,  
Chapter 2: Literature Review,  
Chapter 3: Theory, Methodology, Materials & Methods,  
Chapter 4: Results, Analysis & Discussions,  
Chapter 5: Conclusion, Future Scope, Limitations.]
9. Appendices
10. References [Refer Appendix 4]

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

#### **2. FONT:**

The font used shall be “**Calibri**” for the entire text in the report, irrespective of whether it appears in the text, figures, tables or appendices.

The font size in the whole report is 12pt for all text in the preliminary, main and appendices pages. Some text in the tables and the figures may have smaller fonts, but not smaller than 8pt. However, the titles of the tables and figures shall be in 12pt. The chapter title is in 16pt, bold style. The line showing the chapter number is in 14pt, regular style. First level sub-headings are in 12pt, bold style with first letter capitals. The second level subheadings are in 12pt, bold style, and the third level sub-headings in 12pt, bold style in italics. In the chapter titles, headings and sub-headings, where first letters are in capitals, words, such as “of”, “a”, “an” and “the”, are in lower case. All text in the report shall be in single spacing with each line 12pt thick. One blank line of 12pt size is provided after every paragraph. Before every first heading, two blank lines are provided each of 12pt size, and before every first and second level sub-headings, one blank line of 12pt size. No space shall be left between the headings & subheadings and the text that follows them. Between the line having the ruler under the chapter number and chapter title,

one blank line is provided of 12pt size. The entire text shall be double justified to the width of the available textbox after removing the margins.

### 3. PAGE DIMENSION AND BINDING SPECIFICATIONS:

The dimension of the project report should be in A4 size.

**Three copies** of the report are to be submitted in the **hard bound** form.

The paper should be of good quality (preferably bond paper).

The cover of the report should be in light **sky blue** colour with the text **printed in black letters**.

On the cover of the report along its thickness, the following matter shall be placed: BWU Logo, student's name, year of graduation, degree name (Abbreviated e.g. B.Tech., B. Pharm etc.), and department.

**APPENDIX 1** **[cover page]**

**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>



Department of \_\_\_\_\_

**BRAINWARE UNIVERSITY**

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Month & Year

[Title page]

## NAME OF THE PROJECT

*Submitted by*

[Name]

*in partial fulfillment for the award of the degree*

*of*

BACHELOR OF \_\_\_\_\_

*in*

[Department]



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## **APPENDIX 2**

**Bonafide Certificate** – The Bonafide Certificate shall be in double line spacing using Font Style Calibri and Font Size 14. 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.

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**[A specimen of the BONAFIDE CERTIFICATE]**



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**[DEPARTMENT NAME]**

### **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 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>>

## **APPENDIX 3**

### **TABLE OF CONTENTS**

<b>Chapter</b>	<b>Title</b>	<b>Page No.</b>
	<b>ABSTRACT</b>	<b>iii</b>
	<b>LIST OF TABLE</b>	<b>xvi</b>
	<b>LIST OF FIGURES</b>	<b>xviii</b>
	<b>LIST OF SYMBOLS</b>	<b>xxvii</b>
<b>1.</b>	<b>INTRODUCTION</b>	<b>1</b>
	1.1 GENERAL	<b>1</b>
	1.2.....	<b>2</b>
	1.2.1 General	
	1.2.2 .....	
<b>2.</b>	<b>LITERATURE REVIEW</b>	
	2.1.	
	2.2.	

**Note: The numbering of initial pages shall be in roman numbers.**

## **APPENDIX 4**

**List of References** –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. Aritikula, S. and Nandi, S. (1994) 'Transport Phenomena of Sm SeI – X Asx', Pramana – Journal of Physics Vol.42, No.1, pp.421-425.
2. Bernard, R.W. and Keiger, C. (1980) 'Applications of Convolution Theory Operators to Problems in Univalent Function Theory', Michigan Mach, J., Vol.27, pp.81–94.
3. Shaw, K.G. and Mckay, N.D. (1984) 'Open Loop Maximum Time Control of Mechanical Motoring and its Applications', Proc. Amer. Contr. Conf., San Diego, CA, pp. 1231-1236.