Project Report Guidelines

1. Title page

This should include the project title and the name of the author of the report, supervisor etc. The sample has been added in the mail to make your job easy.

IMPORTANT: Before submission you should assemble a project directory which contains all your software, READMEs etc. and your project report (source files and pdf or postscript).

2. Abstract

The abstract is a very brief summary of the report's contents. It should be about half a page long. Somebody unfamiliar with your project should have a good idea of what it's about having read the abstract alone and will know whether it will be of interest to them.

Abstract Guidelines: The ABSTRACT is not a part of the body of the report itself. Rather, the abstract is a brief summary of the report contents that is often separately circulated so potential readers can decide whether to read the report. The abstract should very concisely summarize the whole report: why it was written, what was discovered or developed, and what is claimed to be the significance of the effort. The abstract does not include figures or tables, and only the most significant numerical values or results should be given.

3. Acknowledgements

It is usual to thank those individuals who have provided particularly useful assistance, technical or otherwise, during your project. Your supervisor will obviously be pleased to be acknowledged as he or she will have invested quite a lot of time overseeing your progress.

4. Contents page

This should list the main chapters and (sub)sections of your report. Choose self-explanatory chapter and section titles and use double spacing for clarity. You should include page numbers indicating where each chapter/section begins. Try to avoid too many levels of subheading - three is sufficient.

5. List of Figures

You should list all the figures used in the report along with page numbers. Make a point to draw the figures on your own. If you are taking figures from some source. The source should be given due credits.

6. List of Tables

You should list all the tables used in the report along with page numbers.

7. Introduction :

Introduce the context of your project problem/idea here, and why the problem is of interest. It should reflect the scenario, if available. If needed, the introduction also needs to present background information so that the reader can understand the significance of the problem. A *brief* summary of the unique approach your group used to solve the problem should be given, possibly also including a concise introduction to theory or concepts used later to analyze and to discuss the results.

8. Literature Review Guidelines:

The literature review needs to be planned and organized (structure, unity and coherence). Reviewing the literature does not mean simply reproducing it, but showing the relatedness of the literature to the project. A literature review offers a synthesis of:

- What has already been written on the topic
- What has not been written on that topic (or is written in such a way that it is conceptually or methodologically inadequate)

9. Problem Statement:

A problem statement is usually one or two sentences to explain the problem your process improvement project will address. In general, a problem statement will outline the negative points of the current situation and explain why this matters.

10. Project Objective:

Project objectives are specific and are considered lower-level statements. They describe results: specific, tangible deliverables that the project will produce. The main reason why objectives are important is that the more clear your objectives are, the more likely they are to be achieved. Plus, your project will be that much easier to manage.

11. Methodology Guidelines:

The central part of the report usually consists of three or four chapters detailing the technical work undertaken during the project. The structure of these chapters is highly project dependent. They can reflect the chronological development of the project, e.g. design, implementation, experimentation, optimisation, evaluation etc. If you have built a new piece of software you should describe and justify the design of your program at some high level, possibly using an approved graphical formalism such as UML. It should also document any interesting problems with, or features of, your implementation. Integration and testing are also important to discuss in some cases. You need to discuss the content of these sections thoroughly with your supervisor. This section may be divided into further sections like Experimental Set up, Softawre/Hardware Specifications etc.

12. Results/Evaluation

Be warned that many projects fall down through poor evaluation. Simply building a system and documenting its design and functionality is not enough to gain top marks. It is extremely important that you evaluate what you have done both in absolute terms and in comparison with existing techniques, software, hardware etc. This might involve quantitative evaluation and qualitative evaluation such as impressibility, functionality, ease-of-use etc. At some point you should also evaluate the strengths and weaknesses of what you have done. Avoid statements like "The project has been a complete success and we have solved all the problems associated with ...! It is important to understand that there is no such thing as a perfect project. Even the very best pieces of work have their limitations and you are expected to provide a proper critical appraisal of what you have done.

13. Conclusions and Future Work

The project's conclusions should list the things, which have been learnt because of the work you have done. For example, "The use of overloading in C++ provides a very elegant mechanism for transparent parallelisation of sequential programs". Avoid tedious personal reflections like "I learned a lot about C++ programming..." It is common to finish the report by listing ways in which the project can be taken further. This might, for example, be a plan for doing the project better if you had a chance to do it again, turning the project deliverables into a more polished end product.

14. References/Bibliography

This consists of a list of all the books, articles, manuals etc. used in the project and referred to in the report. You should provide enough information to allow the reader to find the source. In the case of a text book you should quote the name of the publisher as well as the author(s). A weakness of many reports is inadequate citation of a source of information. It's easy to get this right so there are no excuses. Each entry in the bibliography should list the author(s) and title of the piece of work and should give full details of where it can be found.

15. Appendix

The appendices contain information that is peripheral to the main body of the report. Information typically included are things like parts of the code, tables, test cases or any other material which would break up the theme of the text if it appeared in situ. You should try to bind all your material in a single volume and create the black book.

16. Program Listings

Complete program listings should NOT be part of the report except in specific cases at the request of your supervisor. You are strongly advised to spend some time looking at the reports of previous project students to get a feel for what's good and bad.

Note:

1. The main content should be Times New Roman font size 12

2. Main Headings should be in Time New Roman font size 14
3. All tables and figures should have captions and should be cited in the main content. The caption size and content of the table should be Times New Roman font size 10. The captions should be centrally aligned
4. The References should be in IEEE format and must be used in text.
5. **Since the Progress for focuses on Algorithms, Data Structures, SWOT analysis etc. Please make a point to cover those things in your report and presentation to make it more impactful.**
6. We are strictly against plagiarism. Hence, you are supposed to submit the plagiarism report along with your submissions. Please take help from your mentors for the same. Plagiarism of any kind found will be strictly dealt with.
7. The report should look properly formatted and must be signed by the respective authorities(supervisor/mentor/Program lead/Cluster Head)