

Guidelines for preparation of the Mid Semester /Final Report (Student)

Some formats were already provided for preparation of the abstract (outline), cover page, title page, certificate from the Supervisor, and reference / bibliography. The student **should adhere** to these formats while preparing the mid semester / final report. A checklist of items to be included in the Final Report is also provided. The following sequence should be followed in the presentation of the Mid Semester / Final Report:

1. Cover Page
2. Acknowledgements (not necessary for mid semester)
3. Certificate from the Supervisor (not necessary for mid semester)
4. Dissertation Abstract
5. List of Symbols & Abbreviations used
6. List of Tables
7. List of Figures
8. Table of contents
9. Chapters 1, 2, 3, etc. (Chapter 1 should list the objectives stated in the abstract submission and highlight the objectives met till midterm). In the rest of the chapters, the objectives met should be elaborated.
10. Conclusions / Recommendations (not necessary for mid semester)
11. Directions for future work after mid semester
12. Bibliography / References
13. Appendices (not necessary for mid semester)
14. List of Publications/Conference Presentations, if any.

Check list of items for the Final report

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|------|--|-------|
| a) | Is the Cover page in proper format? | Y / N |
| b) | Is the Title page in proper format? | Y / N |
| c) | Is the Certificate from the Supervisor in proper format? Has it been signed? | Y / N |
| d) | Is Abstract included in the Report? Is it properly written? | Y / N |
| e) | Does the Table of Contents page include chapter page numbers? | Y / N |
| f) | Does the Report contain a summary of the literature survey? | Y / N |
| i. | Are the Pages numbered properly? | Y / N |
| ii. | Are the Figures numbered properly? | Y / N |
| iii. | Are the Tables numbered properly? | Y / N |
| iv. | Are the Captions for the Figures and Tables proper? | Y / N |
| v. | Are the Appendices numbered? | Y / N |
| g) | Does the Report have Conclusion / Recommendations of the work? | Y / N |
| h) | Are References/Bibliography given in the Report? | Y / N |
| i) | Have the References been cited in the Report? | Y / N |
| j) | Is the citation of References / Bibliography in proper format? | Y / N |

Note: A copy of this checklist should be included as the last page of the Final report. This checklist, duly completed and signed by the student, should also be verified and signed by the supervisor. Supervisors are requested to ensure that the students have prepared their reports properly.

Illustrative examples of citation of bibliography / references:

1. Book:
A. Gelb, Applied Optimal Estimation. Cambridge, M.A.; M.I.T. Press, 1974.
2. A paper in a Conference or Symposium Proceedings edited and published by a book publishing company:
R.E. Kalman, 'New Methods in Wiener Filtering Theory', in Proc. First Symposium on Engineering Applications of Random Function Theory and Probability' J.L. Bogdanoff and F. Kozin, Editors. New York; Wiley, 1963, pp 270-388.
3. A Journal Paper:
R.E. Kalman and N.S. Pucy, 'New results in linear filtering and prediction theory', Trans. ASME, J. Basic Eng., Vol. 83-D, pp. 95-108, Mar. 1961.
4. A Conference Paper:
M. Vidyasagar and N.K. Bose, 'Input-output stability of linear systems defined over measure spaces', in Proc. Midwest Symp. Circ. Syst., Montreal, P.O. Canada, Aug. 1975, pp 394-397.
5. A Ph.D. thesis or Dissertation:
A.C.G. Viera, 'Matrix orthogonal polynomials, with applications to autoregressive modeling and ladder forms', Ph.D. Dissertation, Stanford Univ., Stanford, CA, Dec. 1977.
6. A Private Communication:
W.M. Wonham (1982) Private Communication.