

# **GUIDELINES FOR PREPARING THE FINAL YEAR PROJECT REPORT**

**Bachelor of Technology**

**DEPARTMENT OF INFORMATION TECHNOLOGY**



**ABES INSTITUTE OF TECHNOLOGY  
GHAZIABAD**



**AFFILIATED TO  
Dr. A.P.J. ABDUL KALAM TECHNICAL UNIVERSITY, LUCKNOW,  
UTTAR PRADESH.**

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# **GUIDELINES FOR PREPARING THE FINAL YEAR PROJECT REPORT**

## **1. ARRANGEMENT OF THE CONTENTS OF PROJECT REPORT**

The sequence in which the Project Report contents should be arranged and bound should be as follows:

1. Cover Page and Title Page
2. Declaration
3. Certificate
4. Acknowledgements
5. Abstract
6. Table of Contents
7. List of Tables
8. List of Figures
9. List of Symbols, Abbreviations and Nomenclature
10. Chapters 1, 2, .....
11. References
12. List of Publications (out of the candidate's present work)

The tables and figures shall be introduced at the appropriate places.

## **2. MANUSCRIPT PREPARATION**

### **Page Dimensions, Margins and Quality**

- The page dimensions of the final copies of the Project Report should be 290mm x 205mm. Standard A4 size (297mm x 210mm) paper may be used for preparing the copies. It should have the following page margins:

Top edge	:	30 to 35 mm
Bottom edge	:	25 to 30mm
Left side	:	35 to 40mm
Right side	:	20 to 25 mm

- The Project Report should be prepared on good quality white paper preferably not lower than 80 gsm.

## **3. Cover Page/ Title Page**

A specimen of the cover/title page is given in the Annexure I. It carries

- (a) Institute Logo and **Project id** with Times New Roman, font size 14
- (b) The **TITLE** of the Project Report (Times New Roman, font size 20, bold, single line spacing, all characters uppercase except the symbols and numerals if used in the title of the Project Report; centered within the specified margin of the page).

## **TITLE OF PROJECT REPORT**

- (c) The phrase (Times New Roman, font size 14, bold, each line in the Title/Sentence mode, single line spacing, centered within the specified margin of the page).

**A Project Report  
Submitted  
in Partial Fulfillment of the Requirements  
for the Degree of**

- (d) The name of the degree (Times New Roman, font size 20, bold, the whole line in uppercase, centered within the specified margin of the page).

**Bachelor of Technology**

**In  
Field of Specialization**

Where **In** (Times New Roman, font size 14, bold, both the characters lower case , centered within the specified margin of the page).

**Field of Specialization** (Times New Roman, font size 16, bold, in Title Mode, centered within the specified margin of the page).

- (e) by (Times New Roman, font size 14, bold, both the characters lower case , centered within the specified margin of the page).

**by**

- (f) NAME OF STUDENT (Times New Roman, font size 16, bold, full name as enrolled, all characters in Title mode case , centered within the specified margin of the page).

**Name of Student ( xxxxxxxxxx)**

- (g) (Roll Number) (Times New Roman, font size 16, bold

- (h) Phrase of supervision (Times New Roman, font size 14, bold, line in the Title mode, centered within the specified margin of the page).

**Under the  
Supervision of**

- (i) NAME(S) OF SUPERVISOR (Times New Roman, font size 14, full name in title mode prefixed by Prof. or Dr. centered within the specified margin of the page).

**Prof. ( xxxxxxxxxx)**

**ABES INSTITUTE OF TECHNOLOGY  
GHAZIABAD**

- (j) University logo (size = 25-30 mm dia)

- (k) Name of the University (Times New Roman, font size 16/14, bold, full name, all characters upper case/Title mode, centered within the specified margin of the page).

**AFFILIATED TO**  
**Dr. A.P.J. ABDUL KALAM TECHNICAL UNIVERSITY,**  
**LUCKNOW, UTTAR PRADESH.**

- (l) Month, Year ((Times New Roman, font size 14, bold, full name of the month in title mode, comma, 4-digit year in Arabic, all centered within the specified margin of the page).

**JUNE-2023**

**4 Declaration**

The Declaration of the student(s) shall be in double line spacing using Times New Roman font size 12, as per the format shown in Annexure II. The heading **DECLARATION** Times New Roman font size 14 bold in the center should start about 60mm -70mm from the top of the page.

**5 Certificate of Supervision**

The Certificate of Supervision of the Project Report by the supervisor(s), Project convener and Head of Department shall be in double line spacing using Times New Roman font size 12, as per the format shown in Annexure III. The heading **CERTIFICATE** Times New Roman font size 14 bold in the center should start about 60mm -70mm from the top of the page.

**6 Acknowledgements**

Acknowledgements shall be brief and should not exceed one page when typed in single Spacing Times New Roman with font size 12 within the specified margin of the page. It should begin with title **ACKNOWLEDGEMENTS** Times New Roman with font size 14 bold as heading placed in centre The signature of the candidate shall be made at the bottom right end above his./her name typed in title case.

**7 Abstract**

Abstract should be an essay type of narration not exceeding four pages outlining the Research problem/ Application Problem, the methodology used a summary of the findings, possible applications of the research, and suggestions/directions for future research. The abstract should not contain cross citations. It should be typed single line spacing in Times New Roman with font size 12 within the specified margin of the page. It should begin with the heading as the title 'ABSTRACT' with font size 14, bold and centered. The text of abstract should begin thereafter.

**8 Table of Contents**

The table of contents should list all the contents following this section. The preceding Section like the Title Page, Certificate and Acknowledgements will not find a place amongst the items listed in the Table of Contents, but the page numbers in lower case Roman letters shall be accounted for them. The title **TABLE OF CONTENTS** in Times New Roman with size 14 bold as heading is to be placed in centre. One and a half spacing should be adopted for typing the contents in a manner shown in specimen copy of the Table Contents as given in Annexure IV.

## 9 List of Tables

The list of tables should use exactly the same numbers and captions as they appear above the tables in the text. Single spacing in Time New Roman with size 12 should be used.

## 10 List of Figures

The list of figures should use exactly the same numbers and captions as they appear below the figures in the text. Single spacing in Time New Roman with size 12 should be used.

## 11 List of Symbols, Abbreviations and Nomenclature

Single spacing in Time New Roman with size 12 should be used typing the matter under this head. As far as possible, standard and popularly used symbols, abbreviations etc. should be adopted.

## 12 Chapters

Chapters of a Project Report may be broadly divided into 5 parts (i) introduction, (ii) literature survey and identification of problem and issues (iii) statement, formulation and presentation of the problem, solution approach (iv) findings, results, discussion, implementation and (v) conclusions, and directions for future research.

- Each part may be suitably divided into several chapters, and a chapter may be further divided into several sections and sub-sections, sub-sub-sections.
- Each chapter should be given an appropriate title.
- Tables and figures in a chapter should be typed in title mode in single space in Time New Roman with font size 12. The titles of tables should be placed directly above the table whereas the titles of figures should be placed directly underneath the figure in the very same page which refers to the contents they annotate.

## 13 Citation of References in the Project Report

Any work of other researchers used either directly or indirectly used in the research must be indicated at appropriate places in the Project Report. It could be a journal paper, a paper in conference proceedings, a monograph, a personal communication, or a book; in physical or electronic form. There are several standards for referencing. A candidate may choose one of his/her choice with the consent of the Project Report supervisor(s) and should be consistent throughout.

## 14 Listing of References in the REFERENCE section

The listing of references should be typed in alphabetical order of the first author's name in single spacing starting 4 spaces below the heading **REFERENCES** in Times New Roman with font size 14 bold. The name/s of the authors/authors should be immediately followed by the year and other details. The references should be serially numbered, separated by single space. The papers (in journal or proceedings) should be in sentence mode followed by the name of journal (in italics), vol. issue, page (from-to) while the book titles should be in title mode in italics followed by the place and publishers. E-resources should have their proper URL. A typical illustrative list given relates to the citation examples quoted above. For typing the references, Times New Roman with font size 11 is recommended. Example-

**Kumar Neeraj and Shanker Kripa, "Interaction among FMS loading objectives: a parabolic relationship between workload balance and machine utilization", Proceedings of the Special**

## 15 Publications of the Candidate

The list of publications made by student during the period of Final Year Project and Pertaining to the Project Report submitted for the degree should be listed in chronological order in the order of international refereed journals, national refereed journals, proceedings of the conferences, in the same style as followed in providing the list of references. These publications, wherever relevant should be referred to in the main body of the Project Report.

## 16 TYPING INSTRUCTIONS

- This section includes additional information for final typing of the Project Report. Some information given earlier under 'Manuscript Preparation' shall also be referred to.
- The impression on the typed/ duplicated/ printed copies should be black in color.
- Certain symbols characters or markings not found in a standard word processor may be hand written using Indian ink or a stylus pen (in case stencil sheets are used). Corrections, interlineations and crossing out of letters or words is not permitted in any of the copies of the Project Report intended for submission. Erasures, if made, should be neatly carried out in all copies.
- A sub-heading at the bottom of a page must have at least two full lines below it or else it should be carried over to the next page.
- The last word of any page should not be split using a hyphen.
- Single spacing should be used for typing the general text. The general text shall be typed in font Style Times New Roman and Font Size 12.
  - Single spacing should also be used for typing:
    - Long Tables
    - Long quotations
    - Foot notes
    - Multilane captions
    - References
- All quotations exceeding one line should be typed in an indented space - the indentation being 15mm from either margin.

## 17 Chapters, Sections, Sub-sections, and Paragraphs

The format for typing Chapter headings, Section headings and sub-section headings are explained through the following illustrative examples.

Chapter headings : CHAPTER 1  
INTRODUCTION

Section : 1.1 OUTLINE OF PROJECT REPORT

Sub-section heading : 1.1.2 Literature Review.

The word **CHAPTER (no.)** without punctuation should be centered 50mm down from the top of the page. Two spaces below, the title of the chapter should be typed centrally in upper case (capital letters) **TITLE OF THE CHAPTER**. The text should

commence 4 spaces below this title, the first letter of the text starting 20mm, inside from the left hand margin.

The section or sub-section headings preceded by their numberings should be left-justified. The typed material directly below section or sub-section headings should commence 2 spaces below it and should be offset 20mm from the left hand margin. The text can be divided over paragraphs within a section or sub-section. Each paragraph should commence 2 spaces below the last line of the preceding paragraph, the first letter in the paragraph being indented from the left hand margin by 20mm.

## **18 NUMBERING INSTRUCTIONS**

### **Page Numbering**

The preliminary pages of the Project Report (such as Title page, Acknowledgement, Table of Contents etc.) should be numbered in lower case Roman numerals e.g. (i), (ii), (iii), .... . The Title page, however, will be treated numbered as (i) but this will not be typed. The page immediately following the title page shall be numbered (ii) and it should appear at the bottom center of the page, and so on. Pages of the main text, starting with Chapter 1 should be consecutively numbered using Arabic numerals e.g. 1, 2, .... All pagenumbers (whether Roman or Arabic) should be typed without punctuation in the center of the page 20mm above from the bottom.

### **Numbering of Chapters, Sections and Sub-sections**

The numbering of Chapters, sections and sub-sections should be done using Arabic numerals only and further decimal notation should be used for numbering the sections and sub-sections within a chapter. For examples sub-section 4 under section 3 of chapter 2 should be numbered as 2.3.4. The heading for a section or a sub-section should immediately follow in the same line after the number with a single space in between.

### **Numbering of Tables and Figures**

Tables and figures appearing anywhere in the Project Report should, bear appropriate numbers. The rule for assigning such numbers is illustrated through an example. If a figure in Chapter 3, happens to be the fourth then Fig. 3.4 is assigned to that figure. Identical rules apply for tables except that the word figure is replaced by the word Table. If figures (or tables) appear in appendices, for example the third figure in Appendix II will be designated as Fig. II.3. If a table is to be continued into the next page, then a line should be drawn underneath an unfinished table and the phrase continued on page no... p l a c e d on the right side and underlined should be typed just below the line. The top line of the table continued on the next page should, for example read Table 2.1 (continued) placed centrally and underlined.



**Project Id: 2025PJ-IT01**

**Project Report  
On**

**Project Title**

**Submitted In Partial Fulfillment of the Requirement**

**For the Degree of**

**Bachelor of Technology**

**In**

**Information Technology**

**By**

**Student Name (Roll No)**

**Under the Supervision of  
Prof.**

**ABES INSTITUTE OF TECHNOLOGY  
GHAZIABAD**



**AFFILIATED TO  
Dr. A. P. J. ABDUL KALAM TECHNICAL UNIVERSITY,  
LUCKNOW, UTTAR PRADESH.**

**(JUNE-2025)**

**DECLARATION**

This is to certify that the project report entitled “\_\_\_\_\_” is an authentic work carried out by us in the partial fulfillment of the requirements for the award of the degree of B. Tech in Information Technology under the guidance of\_\_\_\_\_. The matter embodied in this project work has not been submitted earlier for award of any degree or diploma to the best of our knowledge and belief.

Signature :

Name :

Roll No. :

Signature :

Name :

Roll No. :

Signature :

Name :

Roll No. :

Date:

Place:

**CERTIFICATE**

This is to certify that project entitled “xxxxxxx xxxxx xxxxx xxxx xxxx xxx xx” submitted in partial fulfillment of the requirement for the award of degree of B. Tech in the Department of Information Technology, from ABES Institute of Technology Ghaziabad, affiliated to the Dr. A. P. J. ABDUL KALAM TECHNICAL UNIVERSITY, LUCKNOW, UTTAR PRADESH is an authentic work done by Mr./Ms.(Roll No.) under my guidance. The matter embodied in this project work has not been submitted earlier for award of any degree or diploma to the best of my knowledge and belief.

Prof. -----  
**(Project Supervisor)**

Prof. (Dr.) Sumit Kumar/ Prof. Shivani Sharma  
**(Project Co-ordinator)**

Prof. (Dr.) Sumit Kumar  
**(Head of Department - IT)**

## **ACKNOWLEDGEMENT**

It gives us a great sense of pleasure to present the Project Report undertaken during B. Tech. Final Year. We owe special debt of gratitude to Name of Supervisor, Designation, Department of Information Technology, ABES Institute of Technology, Ghaziabad for her/his constant support and guidance throughout the course of our work. Her/His sincerity, thoroughness and perseverance have been a constant source of inspiration for us. It is only her/his cognizant efforts that our endeavors have seen the light of the day.

We also take the opportunity to acknowledge the contribution of Prof. Sumit Kumar, Head of Department, Department of Information Technology, ABES Institute of Technology, Ghaziabad for his full support and assistance during the development of the project.

We also do not like to miss the opportunity to acknowledge the contribution of all faculty members of the department for their kind assistance and cooperation during the development of our project. Last but not the least, we acknowledge our friends for their contribution in the completion of the project.

Signature :

Name :

Roll No. :

Signature :

Name :

Roll No. :

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