



MINI / MINOR / MAJOR PROJECT REPORT WRITING GUIDELINES

Your mini/minor/major project report should follow the following topics and standards. It is the responsibility of the student and the supervisor to ensure that the report complies in all respects to these guidelines.

- ❖ COVER PAGE / TITLE PAGE
- ❖ DEDICATION
- ❖ DECLARATION
- ❖ CERTIFICATE OF APPROVAL
- ❖ PLAGIARISM CERTIFICATE
- ❖ ACKNOWLEDGEMENT
- ❖ ABSTRACT
- ❖ TABLE OF CONTENT
- ❖ LIST OF TABLES
- ❖ LIST OF FIGURES
- ❖ LIST OF SYMBOLS AND ABBREVIATIONS
- ❖ GLOSSARY

MAIN BODY

- Chapter 1: Introduction**
- Chapter 2: Literature Review**
- Chapter 3: Requirement analysis**
- Chapter 4: System Design & Architecture**
- Chapter 5: Methodology**
- Chapter 6: Implementation, Testing, and Maintenance**
- Chapter 7: Result & Analysis**
- Chapter 8: Conclusion & Future Work**

Appendix

References / Bibliography

Cover Page / Title Page:

Dedication: you may dedicate your work to someone special (Parents/Teacher/family Members e.t.c.)

Declaration: it contains your declaration of completing this project work genuinely and legally.

Certificate of approval: a certificate issued by the college/university for the successful completion of this project.

Plagiarism Certificate: Maximum 10% percent plagiarism is the only acceptable level of plagiarism in report.

Acknowledgement: In the acknowledgement, the students thank mentors/supervisors and colleagues who supported the research. The acknowledgements should not exceed one page.

Abstract: An abstract is a brief summary with objectives and keywords. It should be approximately one page.

Table of Contents: The table of contents lists all the parts of the report following the Table of Contents.

List of Tables: This is a list of all the table titles in numerical order with their page numbers.

List of Figures: This is a list of all figures titles in numerical order with their page numbers.

List of Symbols and Abbreviations: This is an alphabetical list of the conventional signs and shortened forms of words or phrases used in the text.

Glossary: A report which contains many foreign or technical terms should include a list of them, followed by their translation or definition. These terms should be arranged alphabetically.

Main body: it is the main text of your project. All the texts of this body should be organized in chapters as shown below.

Chapter 1: Introduction

Chapter 2: Literature Review

Chapter 3: Requirement Analysis

Chapter 4: System Design and Architecture

Chapter 5: Methodology

Chapter 6: Implementation, Testing, and Maintenance

Chapter 7: Result and Analysis

Chapter 8: Conclusion and Future Work

Chapter 1: Introduction

- 1.1 Introduction to project
- 1.2 Project Category (Internet based, Application or System Development, Research based ,Industry Automation, Network or System Administration)
- 1.3 Motivation
- 1.4 Problem Definition
- 1.5 Goals and Objectives
- 1.6 Scope and Applications
- 1.7 Identification/Reorganization of Need
- 1.8 Existing System
- 1.9 Proposed System
- 1.10 Unique Features of the System

Chapter 2: Literature Review

It contains all the existing works that have already been carried out in the field related to your project topic. You have to explain each of the works as a separate subtopic with following details.

- What is the work?
- How is it done? : Methods, techniques, technology, algorithms, any new innovations etc (details in brief)
- Its importance or applications
- Find out the drawback or limitations if any
- Criticize the work (on its drawbacks or incompleteness)

Link these criticisms on the existing works to the “**motivation**” in chapter 1 behind the reason for selecting this project. You may also include other motivation factors also.

Chapter 3: Requirement Analysis

- 3.1 Project requirements (Hardware and software)
- 3.2 Feasibility study (Technical, Economical, Operational)

Chapter 4: System (or Project) Design and Architecture

4.1 Block diagram or System Architecture or Circuit Diagram: explain all the building blocks of your system in details (what and how it does the things?)

Example: Preprocessing block --- write down what and how it does

4.2 ER-Diagram (if applicable)

4.3 Data Flow Diagram and other design methods and tools (if applicable)

Chapter 5: Methodology

It may contain the same thing (blocks or units) that have been explained in chapter 4. But the explanation should be in detail in a particular sequence in

which you have done your work along with detail algorithms, procedures, circuit diagrams or others which illustrate the “**how**” part in detail.

Example: Preprocessing block --- write down what and how it does along with different algorithms or diagrams that you have designed or used.

Chapter 6: Implementation, Testing, and Maintenance

It contains the details of the implementation of the things that have been explained in methodology. In short, it describes about how the methodology is implemented? The implementation can be done using any programming language, simulators, or any other tools. Explain how you used your language or tool to implement the methodology. You may also include your language or simulator or tool specific algorithms or diagrams.

6.1 Description of frontend code (client side)

6.2 Description of admin code (administration side)

6.3 Description of backend code (database)

6.4 Testing Techniques and Test Plans

Chapter 7: Result and Analysis

It contains the result of output of your project. The output can be numeric or graphical based/ snapshots. Represent or write down the results in tabular form if applicable and analyze that by using graphs or charts. Also make a comparison of your work with the existing one(s).

7.1 User Interface Representation (of Respective Project)

7.2 Brief Description of Various Modules of the system

7.3 Snapshots of system with brief detail of each

7.4 Back Ends Representation (Database to be used)

7.5 Snapshots of Database Tables with brief description

Chapter 8: Conclusion and Future Work

8.1 Conclusion

8.2 Limitations

8.3 Future Enhancement

Appendix: it contains the additional topics or data sheets or reference sheets or even user manual the appendix name should be give in capital alphabets starting from ‘A’. Example: Appendix A: User Manual

References: Any approved reference format may be used, but must be used consistently \ throughout. The reference should follow IEEE format.

FEW ADDITIONAL GUIDELINES

Language

All the project reports must be submitted in the English language.

Typeface (Font and Size)

Only one single typeface (font), with its italic and bold variants, may be used through the entire report, including in the title page, approval page, acknowledgements, bibliography and appendices. (Exceptions to this can be made for footnotes, subscripts and superscripts, and for tables, figures or illustrations imported from other sources.)

**** IT IS ADVISABLE TO USE “TIMES NEW ROMAN” as the typeface**

Chapter names, declaration -to- table of contents: 16 bold

Main topic of chapter: 14 bold

Subtopic: 12 bold

Other topics: 12 bold or italic (with no numbering)

Content: 12

Justification

A report may be fully justified. However, the justification must be consistent throughout the body of the report.

Margins

The top, bottom, and right margins are required to be 1 inch, but the left margin can either be 1 inch or 1.25 inches.

Spacing

For project reports, common and readable line spacing is 1.5 or double spacing.

Page Numbers and numbering tables and figures

The lead (prefatory) pages, up to the beginning of the text (chapter), are to be numbered with Roman numerals (e.g I, II, III, IV, etc.) centered at the bottom of the page, one inch from the bottom. Beginning with the first page(From Introduction) of the text, all page numbers must be in Arabic numerals (e.g., 1, 2, 3, 4 etc) at the bottom.

Page Headers and footers

Use headers and footers to add page numbers to every page in a document.