FORMAT FOR PREPARING THE MAJOR PROJECT REPORT

The whole write-up should centre on the specific objectives and the major findings of the project works. Instead of giving a general, topic-like title, be specific to-the-point and emphasize the explicit nature of the course. The total number of pages of the work report should be 40-60.

ARRANGING THE CONTENTS:

The sequence in which the project report material should be arranged and bound should be as follows:

1. Cover Page and Title Page (Annexure I)

2. Declaration Certificate by the candidate (Annexure II)

3. Certificate (Annexure III)

4. Acknowledgements (Annexure IV)

5. Abstract

6. Table of Contents (Annexure V)

7. List of Tables

8. List of Figures

9. List of Symbols, Abbreviations and Nomenclature

10. Chapters 1, 2, ... ending with conclusion & discussion of major results.

11 Future Scope

12. References

13. Appendices (if any)

Project Report Preparation & Binding

1. **For Final Internal review:** Temporary binding (**Spiral Bound**) to facilitate the incorporation of amendments which might be required by the examiners.
2. **For External Review**: After internal examination project report should be **hard bound** to resist damage or knocking.

Hard Bound must be **black in color** and **with golden color engraved** on it.

Hard Bound reports should have the following printed/embossed on the cover:

Cover page as shown in Annexure I

and on the spine:

"Title of the Project"

Year

1 Certificate

The Bonafide Certificate of Supervision of the project by the supervisor(s) shall be in double line spacing using Times New Roman font size 12, as per the format shown in Annexure II. The heading CERTIFICATE Times New Roman font size 14 bold in the centre. The main content of the Certificate must start 2 to 3 single line spacing from the title CERTIFICATE.

The certificate shall carry the supervisor's signature in original and shall be followed by the supervisor's name, academic designation (not any other responsibilities of administrative nature).

2 Abstract

Abstract should be an essay type of narration not exceeding one page outlining the research 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 1.5 line spacing, in Times New Roman with font size 12 within the specified margin of the page. The heading ABSTRACT should be Times New Roman font size 14 bold in the centre. The main text of abstract should begin thereafter 2 to 3 single line spacing from the title ABSTRACT.

3 Acknowledgements (optional)

Acknowledgements shall be brief and should not exceed one page when typed in 1.5 line 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 main text of ACKNOWLEDGEMENTS should begin thereafter 2 to 3 single line spacing from the title.

4 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 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. The main text of TABLE OF CONTENTS should begin thereafter 2 to 3 single line spacing from the title TABLE OF CONTENTS.

5 List of Tables

The list of tables should use exactly the same numbers and captions as they appear above the tables in the text. The main text of title should begin thereafter 2 to 3 single line spacing from the title LIST OF TABLE. Single spacing in Time New Roman with size 12 should be used for the main content.

NOTE : Style of titling, numbering and placing of tables in main text should be as follows:-

Table 1: Sample Table

6 List of Figures

The list of figures should use exactly the same numbers and captions as they appear below the figures in the text. The main text of title should begin thereafter 2 to 3 single line spacing from the title LIST OF FIGURE. Single line spacing in Time New Roman with size 12 should be used for the main content.

NOTE : Style of titling, numbering and placing of figures in main text should be as follows:-
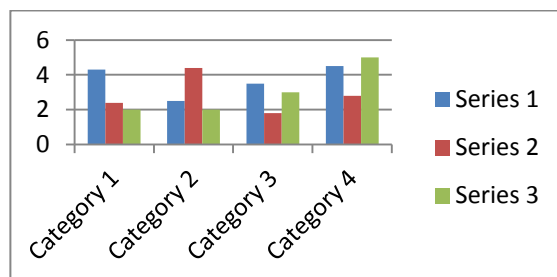

Fig. 1: Sample Figure

7 List of Symbols, Abbreviations and Nomenclature

As far as possible, standard and popularly used symbols, abbreviations etc. should be adopted. The main text of title should begin thereafter 2 to 3 single line spacing from the title. Single line spacing in Time New Roman with size 12 should be used typing the matter under this heading.

8 Chapters

Chapters of a Project Report may be broadly divided into 3 parts

(i) introduction, literature survey and identification of problem and issues
(ii) statement, formulation and presentation of the problem, solution approach
(iii) findings, results, discussion, implementation and 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. Every Chapter and its sections or sub section etc should have appropriate numbering.
- 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.
- Footnotes should be used sparingly. They should be typed single space and placed directly underneath in the very same page which refers to the material they annotate in case of the material requiring more space the same may be allotted on the same page by increasing the footnote margin and it should not spill over to the next page.

9 Tables and figures:

By the word Table is meant the representation of tabulated numerical as well as non numerical data in the body of the report and also in the appendices. All other non-textual material used in the body of

the report and appendices such as charts, graphs, maps, photographs and diagrams may be designated as figures. A proper representation of a table or a figure and its placement immensely adds to the ability to comprehend the work.

10 Citations of References in the Report

Any work of other person or researchers if used either directly or indirectly in the research must be appropriately acknowledged and indicated at appropriate places in the 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.

The REFERENCES must be divided in three parts sequentially as given below

(a) The reference paper used in report

(b) The Name of books

(c) The URL name from which the content is taken

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 size14 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 in main text. For typing the references, Times New Roman with font size 11 is recommended

Jha, J.K. and Shanker, K., 2009. "A single-vendor single-buyer production-inventory model with controllable lead time and service level constraint for decaying items". *International Journal of Production Research*, Vol. 47, Issue 24, pp. 6875–6898.

11 Appendices

Appendices in a report are provided to give supplementary information, which if included in the main text may serve as a distraction and could tend to dilute the central theme under discussion.

- Each appendix must find its reference in the main body of the report.
- Appendices shall carry the title of the contents reported and the same title shall be made in the contents page also.
- Appendices should be numbered using Roman numerals in upper case, e.g. Appendix I, Appendix II, etc.
- Figures, tables, equations and references appearing in appendices should be numbered locally to an appendix e.g. II.1, II.2, III.5 etc. and should be referred at appropriate places just as in the case of chapters.

A Major Project Report

on

TITLE OF PROJECT REPORT (18 pt.)

Submitted in partial fulfilment of requirements for the award of the

Degree of

Bachelor of Technology

In

Computer Science & Engineering

Under the guidance of

Mentor Name (Designation)

Submitted By

STUDENT NAME-1	STUDENT NAME -2
(Roll No)	(Roll No)
STUDENT NAME-3	STUDENT NAME -4
(Roll No)	(Roll No)

Logo

DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING

BHARATI VIDYAPEETH'S COLLEGE OF ENGINEERING

A-4 PASCHIM VIHAR,

DELHI

Month, Year

CANDIDATE'S DECLARATION

I hereby declare that the work presented in this report entitled "_____", in fulfilment of the requirement for the award of the degree Bachelor of Technology in Computer Science & Engineering, submitted in CSE Department, BVCOE affiliated to Guru Gobind Singh Indraprastha University, New Delhi, is an authentic record of my own work carried out during my degree under the guidance of *< Mentor's Name >*

The work reported in this has not been submitted by me for award of any other degree or diploma.

Date :   **< Student's *Signature* >**

Place :   *< Student's Name >*
                                                                  < Roll No .>

CERTIFICATE

This is to certify that the Project work entitled "_____" submitted by
< **Student's Name, Roll No.**> in fulfilment for the requirements of the award of Bachelor of
Technology Degree in Computer Science & Engineering at BVCOE, New Delhi is an authentic work
carried out by his/her under my supervision and guidance. To the best of my knowledge, the matter
embodied in the project has not been submitted to any other University / Institute for the award of any
degree .

Date: *< Mentor's Name >*

(Designation,CSE)

Date: *< Name of Dept. Head >*

(HOD,CSE)

ACKNOWLEDGEMENT

 I express my sincere gratitude to Mr./Ms. _____ (HOD,CSE) and Mr./Ms. _____ (Designation & Department, if any), for his/her valuable guidance and timely suggestions during the entire duration of my project work, without which this work would not have been possible. I would also like to convey my deep regards to all other faculty members of CSE department, who have bestowed their great effort and guidance at appropriate times without which it would have been very difficult on my part to finish this work. Finally I would also like to thank my friends for their advice and pointing out my mistakes.

< Student's Name> < Roll No .>

(Annexure V)

SAMPLE FORMAT FOR TABLE OF CONTENTS

CONTENTS