**ARRANGEMENT OF CONTENTS OF PROJECT REPORT:**

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

1. Cover page (sample copy attached as annexure-A).
2. Title page (sample copy attached as annexure-B).
3. Certificate (sample copy attached as annexure-C).
4. Declaration (sample copy attached as annexure-D).
5. Abstract (A brief summary about the project with keywords).
6. Acknowledgment (sample copy attached as annexure-E).
7. Contents with title & subtitle, page no. (Breakup of sections according to explanation is advised).
8. List of Figures
9. List of Tables (if any)
10. Notations(if any)
11. Executive summary (with Chapters & sections as annexure-F)
12. Appendix / Annexure/References\*( if any)

**TEXT PROCESSING INFORMATION**

It is important to note that type format of all reports should be uniform. So there is a need to follow some guidelines on typesetting and other aspects. Some of such guidelines are given below.

1. The report shall be typed on 75 or 80 gr. /m2 white paper. Size of paper shall be A4.
2. Only Laser printer and Ink Jet printer outputs are acceptable to maintain clear and high contrast constant density copy throughout the report.
3. As a character font, one should use Times New Roman, Courier, Helvetica or equivalent which are available in most word processors. The font size must be 12 point in the text and at least 8 point in the figures.
4. Whenever titles and headings are to be centered the centering shall be such that 112 mm. from the left edge of the paper or 98 mm. for the right edge of the paper is the center point of the title or heading.
5. Margins of pages shall conform to the following specifications.
   1. Left margin - 3 1/2 cm. from edge of paper.
   2. Right margin - 2 cm. from edge of paper.
   3. Top margin - 3 1/2cm. from edge of paper.
   4. Bottom margin - 2 cm. from edge of paper.

The above margins shall be observed on charts, graphs, tables, and drawings. Folded papers will not be accepted unless there is absolutely no other way for the material to be presented.

1. Spacing of the text material shall be 1.5 with the following exceptions:
   1. Footnotes - single spacing
   2. Long biographical quotes - single spacing
   3. Extensive quotations - single spacing and indented eight (8) spaces relative to the text

material.

1. Headings used in the report shall conform to the following rules:
   1. Chapter Headings - CHAPTER 1, CHAPTER 2, CHAPTER 3 etc.
      * 1. Must begin a new page and be centered using the Font Size 18 with Bold Fold. Omit period at the end of the heading.
        2. Must be typed in upper case letters.
        3. Chapter headings are to be titled names that reflect content of the text that follows.
   2. Second Headings - 2.1, 2.2, 2.3, etc.
      1. Must be towards left margin and be typed in capital and lower case letters; i.e., the first letter of each word except conjunctions, prepositions, and articles must be a capital letter. Omit period at the end of heading.
      2. The letter designation of the heading shall be followed by a period and two blank spaces.
      3. Must be three spaces below preceding text and two spaces ahead of succeeding text.
      4. Font Size to be used is 14 with Bold Face.
      5. In case it is found that first line of the succeeding text starts from the next page, then this heading should start from the next page using page break.
2. **Figures and Tables**: Ideally, every result claimed in the text should be documented with data,usually data presented in tables or figures. If there are no data provided to support a given statement of result or observation, one should consider adding more data, or deleting the unsupported "observation." Examine figure(s) or table(s) pertaining to the result(s).

Authors should assess whether:

1. The data support the textual statement
2. The data contradict the textual statement
3. The data are insufficient to prove

The actual figures and tables should be embedded/inserted in the text, generally on the page following the page where the figure/table is first cited in the text. All figures should be numbered and cited consecutively in the text as Figure 2.1, Figure 2.2, to indicate the first and second figures in Chapter 2 respectively. Similarly it is the case with tables such as Table 3.1, Table 3.2, etc. A caption for each figure and table is to be given with proper citation about reference, data sources, etc. and by highlighting the key findings. One should include an index figure (map) showing and naming all locations discussed in the report. Author is always encouraged to make his own figures, including cartoons, schematics or sketches that illustrate the derived processes. He should see all his figures keeping in mind that:

1. Each figure is self-explanatory.
2. Axes of figures are labeled and the units, if used, are indicated.
3. Uncertainty is shown in data with error bars.
4. Redundant data ink must be eliminated.
5. An effort has to be made to increase data density by eliminating non-data bearing space.
6. Whether data is sparse set that could better be expressed as a table.
7. Whether the figure distorts the data in any way.
8. Whether the data are presented in context.

Figures should be oriented vertically, in portrait mode, wherever possible. If they must be oriented horizontally, in landscape mode, so that one can read them from the right, not from the left, where the binding will be.

**9. Pagination:** Each page in the report or dissertation is expected to bear a number. Only one side ofthe paper may be used. The following plan should be used exclusively:

a. The preliminary section, including the title page; copyright page, if any; foreword, preface, or acknowledgements; table of contents; etc., should be numbered, using lower case Roman Numerals, e.g., i, ii, iii, etc. The title page counts as Page i, but the number does not appear. The sequence of the

preliminary section is as follows:

Title Page........................................................ Page i - number does not appear

Declaration...................................................... Page ii

Certificate........................................................ Page iii

Acknowledgements......................................... Page iv

Abstract........................................................... Page v

Table of Contents........................................... Page vi

List of Tables.................................................. Page vii

List of Figures................................................. Page viii

List of Symbols.............................................. Page ix

For the remainder of the report, numbers are used. Each page must be numbered. Page numbers are to be placed 2 centimeters from the top and right-hand margins on the pages. All pages for illustrations, tables, appendices, bibliography, etc. are included. Use of suffixes, such as 25a, 25b ...is not allowed. The numbering in the main body should begin with Page 1 and run consecutively to the last page. No punctuation, such as dash or a period, should accompany the page number.

1. **Size of Report**: The project report should be complete in all respect. However it is expected thatthe number of pages in the report will range 40-50 pages of typed matter reckoned from the First page of Chapter 1 to the last page of the Appendix.
2. **Binding Specifications**:

The project must be Black Cardboard Bounded with Lamination Sheet. (Spiral binding and other forms of binding will not be accepted)

**PREPARATION FORMAT:**

This section explains the purpose and contents of each section of the Report.

**Cover**

The Cover should contain the title of the project, followed by the date of submission, and then followed by the names and affiliations of the submitters, all of which should be centered in the page. The Cover may be printed on colored paper of slightly heavier stock.

**Title Page**

Use a format similar to those used for project update presentations.

**Abstract**

The Abstract is a succinct statement that comprises the essential content of the Project Report. It will be technical in nature, intended for reading by an engineer or computer scientist. The Abstract summarizes the results of the design project without explaining why design decisions were made, or justifying the findings.

**Acknowledgments**

The Acknowledgments should recognize the assistance given by the liaison at the sponsoring company, the project faculty advisor, the institutional support, and any other individuals who rendered significant assistance.

**Table of Contents, List of Figures, List of Tables**

The Table of Contents, List of Figures, and List of Tables should be self-explanatory, and most modern word processors can generate them for you.

**INTRODUCTION**

**Statement of the Problem**

This section can usually be reproduced directly from your proposal, completed at the end of fall term. The purpose of this section is to listen to the needs of the sponsoring company and to show that you understand the problem from their perspective.

**Background**

This section, too, can be taken directly from your proposal unless new or revised information gives you a reason to change it.

**Purpose of Project and Overview of Project Report**

Summarize the purpose of your project in one or two sentences: “The purpose of this project was to develop an effective means of solving problem ABC by designing device XYZ.” Your purpose statement is simply an expansion of your title into sentence format. Following your purpose statement, give a

statement which describes the shape or structure of the rest of the Project Report. When readers can anticipate the shape of what is coming they can devote full attention to the content. This section follows the advice “Lay out the whole before presenting the parts.”

**METHODS AND DESIGN APPROACH**

Your purpose in this section is to show the logic in the way that your team attacked the problem. Your goal here is to explain the sequence of problem-solving steps that your team went through. Show your clear engineering thinking when describing your methods.

**RESULTS**

The purpose of this section is to describe in detail the actual device or product you produced. The number of subheadings of this section depends on the complexity of your product and on the kinds of information that you think your sponsoring company will need to know. Group your explanations by category and give each category a clarifying heading. Here are some typical headings that will fit most projects.

**Specifications**

Tell what your device does at what levels of precision.

**Construction Methods**

Explain how your device is made, what its materials are, etc.

**Operation**

Explain how your device works; make your instructions clear to a new user.

**Testing and Calibration**

How did you test your device and how did you calibrate it?

**External Constraints**

The report must address economic, environmental, sustainability, manufacturability, ethical, health and safety, social, and political constraints of the project.

**CONCLUSIONS**

From a managerial standpoint, this is probably the most important section of your Project Report. Technical and business managers frequently read this section of the Project Report first even though it comes near the end of the document! Your goal here is to evaluate your original criteria. How well does your product actually work? Does it solve the problem that the company wanted solved? Be candid and honest here. What are the weaknesses and limitations of your product? What parts of the original problem were more difficult than anticipated? What hopes for your solution didn’t turn out?

In short, this section may say, “We solved part of your problem but not other parts,” or “Our solution finally didn’t work, and we didn’t solve your problem at all.”

The people who read the Conclusions and Recommendations sections of your Project Report are power people inside their company! In light of your conclusions, what recommendations do you have for the company? Should they begin immediate production of your prototype? Should they do further testing of your prototype? Should they put out an RFP for further research? Should they do a market study? Should they look for more cost effective ways of building a device similar to your prototype? Much of your future reputation as a design team rests on recommendations.

**REFERENCES**

Follow the Project Proposal guidelines.

**APPENDICES**

Appendices can follow where you did in the original proposal with suggestions from your faculty advisor.

**(Annexure A)**

**INTEGRATED PROJECT REPORT**

**On**

**NAME OF TOPIC**

Submitted in partial fulfilment of the requirement for the

Course Integrated Project (CS 203) of

**COMPUTER SCIENCE AND ENGINEERING**

**B.E. Batch-2020**

**in**

**JUNE-202****3**

|  |  |
| --- | --- |
| **Under the Guidance of** | **Submitted By** |
| **Name of the Project Guide** | **Name of the Student** |
| **Designation of the Project Guide** | **Roll. No. \_\_\_\_\_\_\_\_\_\_** |
|  | **Name of the Student** |
|  | **Roll. No. \_\_\_\_\_\_\_\_\_\_** |
|  | **Name of the Student** |
|  | **Roll. No. \_\_\_\_\_\_\_\_\_\_** |
|  | **Name of the Student** |
|  | **Roll. No. \_\_\_\_\_\_\_\_\_\_** |

**DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING**

**CHITKARA UNIVERSITY**

**PUNJAB**

**(Annexure B)**

**INTEGRATED PROJECT REPORT**

**On**

**NAME OF TOPIC**

Submitted in partial fulfilment of the requirement for the

Course Integrated Project (CS 203) of

**COMPUTER SCIENCE AND ENGINEERING**

**B.E. Batch-2020**

**in**

**JUNE-202****3**

|  |  |
| --- | --- |
| **Under the Guidance of** | **Submitted By** |
| **Name of the Project Guide** | **Name of the Student** |
| **Designation of the Project Guide** | **Roll. No. \_\_\_\_\_\_\_\_\_\_** |
|  | **Name of the Student** |
|  | **Roll. No. \_\_\_\_\_\_\_\_\_\_** |
|  | **Name of the Student** |
|  | **Roll. No. \_\_\_\_\_\_\_\_\_\_** |
|  | **Name of the Student** |
|  | **Roll. No. \_\_\_\_\_\_\_\_\_\_** |

**DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING**

**CHITKARA UNIVERSITY**

**PUNJAB**

**(Annexure –C)**

**CERTIFICATE**

*(16 Times New Roman)*

This is to be certified that the project entitled “Title of the Major Project” has been submitted for the Bachelor of Computer Science Engineering at Chitkara University, Punjab during the academic semester January 2023- May-2023 is a bonafide piece of project work carried out by “Name’s and roll no’s of the students group” towards the partial fulfillment for the award of the course Integrated Project (CS 203) under the guidance of “Project Guide Name” and supervision.

**Sign. of Project Guide** :

Name of Project Guide

(Designation & Department)

**(Annexure –D)**

**CANDIDATE’S DECLARATION**

*(16 Times New Roman)*

We, **NAME AND Roll No’s OF THE STUDENTS GROUP,** B.E.-2020 of the Chitkara University, Punjab hereby declare that the Integrated Project Report entitled **“TITLE OF** **PROJECT”** is an original work and data provided in the study is authentic to the best of our knowledge. This report has not been submitted to any other Institute for the award of any other course.

|  |  |  |
| --- | --- | --- |
| **Sign. of Student 1** | **Sign. of Student 2** | **Sign. of Student 3** |
| Name of the Student | Name of the Student | Name of the Student |
| ID No……………. | ID No…………….. | ID No…………… |

**Place:**

**Date:**

**(Annexure -E)**

**ACKNOWLEDGEMENT**

*(16 Times New Roman)*

It is our pleasure to be indebted to various people, who directly or indirectly contributed in the development of this work and who influenced my thinking, behavior and acts during the course of study.

We express our sincere gratitude to all for providing me an opportunity to undergo Integrated Project as the part of the curriculum.

We are thankful to “Project Guide Name” for his support, cooperation, and motivation provided to us during the training for constant inspiration, presence and blessings.

We also extend our sincere appreciation to ***“Project Guide name and External Guide*** ***name (if any)*** who provided his valuable suggestions and precious time in accomplishing our Integrated project report.

Lastly, We would like to thank the almighty and our parents for their moral support and friends with whom we shared our day-to day experience and received lots of suggestions that improve our quality of work.

|  |  |  |
| --- | --- | --- |
| **Name of the Student** | **Name of the Student** | **Name of the Student** |
| **ID No…………….** | **ID No……………..** | **ID No……………** |

**(Annexure –F)**

**The report must consist of following chapters:**

1. **Abstract/Keywords**
2. **Introduction to the project** 
   1. **Background**
   2. **Problem Statement**
3. **Software and Hardware Requirement Specification** 
   1. **Methods**
   2. **Programming/Working Environment**
   3. **Requirements to run the application**
4. **Database Analyzing, design and implementation (If any)**
5. **Program’s Structure Analyzing and GUI Constructing (Project Snapshots)**
6. **Code-Implementation and Database Connections (If any)**
7. **System Testing (if any)**
8. **Limitations (if any)**
9. **Conclusion**
10. **Future Scope**
11. **Bibliography/References**