

PROFESSIONAL PRACTICE/SEMINAR (IT890) **REPORT FORMAT (GUIDELINES)**

1. PRESENTATION

- 1.1 Precision and Consistency:** Every effort must be made to avoid unwarranted repetitions, padding with irrelevant material. Further, the project/seminar report must be self consistent in the use of symbols, abbreviations, spellings and punctuation. Once chosen, the same must be used throughout. Also, the pattern of presentation must be uniform in every detail right through the project report. Above all, previous work must be clearly demarcated from that of the candidate. It is recommended that the project report must be as brief and precise to the point.
- 1.2 Chapters:** The basic material of the project report shall be presented in the form of chapters, each carrying an appropriate and specific title which must convey the scope of its content. A separate chapter on Review of Literature is not mandatory. The chapters will be serially numbered using Arabic numerals.
- 1.3 Introduction:** The first chapter shall be titled as Introduction which will (a) introduce the research problem presenting the current state of relevant knowledge (b) define the scope and objectives of the investigation and (c) describe the contents of the project report preferably chapter-wise.
- 1.4 Last Chapter:** It is strongly recommended, but not made obligatory that the last chapter of the project/seminar report, or each part be devoted to conclusions and to highlight the specific contributions made along with the scope for further research. The summary of the work may also be combined with the conclusions.
- 1.5 Appendices:** It is important that the presentation must ensure utmost continuity in the theoretical discussions, in the description of experimental results and in the interpretations. Hence, lengthy derivations and voluminous tables, charts and figures which are likely to disturb the smooth flow for the reader must be presented in the appendixes.

2. SEQUENCE

- 2.1 Title Sheet:** The title sheet shall be the first page and it shall conform to the specimen.
- 2.2 Declaration:** The declaration by the student as per specified format.
- 2.3 Certificate:** The certification by the guide and the chairman, DPGC as per specified format.
- 2.4 Acknowledgement:** The acknowledgement by the candidate for successfully carrying out the project work (**optional**).
- 2.5 Abstract:** It is the condensed version of the Professional Practice/Seminar (IT890) project

Report. It should contain the aim of the work, methods used, important results obtained and major conclusions. The write up should be self contained and the list of references need not be there. The abstract should occupy a maximum one-two pages in A-4 size, typed in one-and-half (1.5) line space. The bottom line should contain keywords which could be used for documentation.

2.6Content: The content should follow the abstract and indicates the page numbers of the chapters, sections, sub-sections, appendices and references. The numbers and titles of all the items must be clearly entered with the page numbers against them. It is not necessary to give a separate list of figures, tables etc.

2.7Nomenclature: Nomenclature should follow the contents and its purpose is to define all the symbols, abbreviations, Greek or Latin letters, superscripts etc.

2.8TheChapters: The Chapter-1, Chapter-2 and the subsequent Chapters should follow in the usual sequence.

Chapter-1	Introduction
	1.1 Motivation
Chapter-2	Literature Survey (for research related project)
	2.1 Outcome of Literature Survey
	2.2 Problem Statement
	Objectives of the Project
	Requirement Analysis (for application development related)
	2.2 Problem Statement
	Objectives of the Project
Chapter-3	Methodology
Chapter-4	Experimental Results and Analysis
Chapter-5	Conclusions and Future Work

2.9References: References should follow the last chapter or the appendices, if there are any. Research papers, reviews, treaties, web sources and books should be listed therein in the alphabetical order. The text citation appears where the material to be cited is presented. They should be placed within the brackets appropriately in the text citing the author's name and the year without a comma in between. Use the first author's name followed by "et al." in citations for publications with three or more authors. When the researcher is part of the sentence, only they earned to be put inside the brackets. A quick guide to common types of referenced material is as follows:

Journal References

Include year, volume, issue and page numbers

Stahl, D.C., Wolfe, R.W. and Begel, M. (2004). "Improved Analysis Of Timber Rivet Connections." *Journal of Structural Engineering*, 130(8), 1272-1279.

Books

Include author, book title, publisher, the publisher's location and chapter title and inclusive of page numbers(if applicable)

Zadeh, L.A.(1981).“Possibility theory and soft data analysis” *Mathematical frontiers of the social and policy sciences*, L. Cobband R.M. Tharall, eds.,Westview,Boulder,Colo.,69-129.

Cotton, F.A.(2003).Chemical Applications Of Group Theory, McMilan, London.

Conference Proceedings and Symposiums

Include the sponsor of the conference or publisher of the proceedings and the location-city and state or city and country.

Garrett, D.L. (2003). “Coupled analysis of floating production systems. “*Proceedings of International Symposium on Deep Mooring Systems*, ASCE, Reston,Va.,152-167.

Reports

Same as for books, as above. For reports authored by institutions: spell out institution acronym first use and follow with acronym in parentheses, if applicable. If subsequent references were also authored by that same institution, use only the acronym. For reports authored persons, include the full institution name and its location.

Web Pages

Include author, copyright date, title of “page”, web address and date on which the material was downloaded.

Burkha, L.P.(1993). “A hypertext history of multi-user dimensions.” *MUDhistory*, <http://www.ccs.neu.edu> (Dec.5,1994).

CD-ROM

Include authors, copyright date, titles, medium and producer/publisher and its location Liggett, J.A. and Caughey, D.A.(1998). “Fluid statics.”*Fluid mechanics*(CD-ROM),ASCE Press, Reston, Va.

Theses and Dissertations

Include authors, copyright date, title and the name and location of the institution where the research was conducted. Note that some institutions use specific terminology; for example, “doctoral dissertation” rather than “Ph.D. project report”.

Sotiropulos, S.N.(1991).“Static response of bridge superstructures made of fiber reinforced plastic. “M.Tech. project report, West Virginia Univ., Morgan town, W.Va..

Unpublished Material

Unpublished material is not included in the references but may be cited in the text as follows: (John Smith, personal communication, May16,1983; J. Smith, unpublished internal report,February2003).

3. TECHNICAL

3.1 Paper: The Professional Practice/Seminar (IT890) project report (original + copies) should preferably be printed on A4 size sheet on both sides of paper (back to back).

3.2 Typing: The typing should be in standard letter size i.e. font size 12 of Times New Roman, with line spacing of 1.5. The chapter number and title shall be three spaces between them. The number and title of a section in block capitals should be placed on the left. The number and title of a sub-section should not be in capital and placed on the left.

3.3 Margins: Each typed sheet should bear the margin shown here. For odd numbered pages Left 1.5", top 1.5", right 1" and bottom 1" and for Even numbered pages Left 1.0", top 1.5", right 1.5" and bottom 1.0".

3.4 Binding: Professional Practice/Seminar (IT890) project report should be in soft bind form (use transparency sheet and thick binding sheet as a front & rear cover). After the approval of the Professional Practice/Seminar (IT890) project report by the guide and examiner(s), one hard copy of the Professional Practice/Seminar (IT890) project report and to be submitted to the **guide (optional)**. In addition, one hardcopy of the Professional Practice/Seminar (IT890) project report should be given to the IT department after obtaining signature from guide and examiners. The front cover should be as per specimen A. The front cover will carry the title of the Professional Practice/Seminar (IT890) project report in 22 font size properly centered at the top. In the middle, the full name of the candidate should be typed in 16 font size. At the bottom, the name of the department, the Institute name, month and the year of submission, all in capitals and in separate lines and in 16 font size.

3.5 Numbering System: The chapters will be designated by Arabic numerals, chapter 1, chapter 2..., etc. The sections of a chapter will be numbered using decimal type notations, e.g., 3.2 refers to the second section of chapter 3. Similarly, the sub-sections will be numbered using two digits after the decimal. Alternatively, the same may be numbered as 3.2.4. Decimal notations will be used for numbering the figures/photos, charts, tables and drawings in a chapter. Equations may also preferably be numbered in decimal type notation within the brackets. Figure 3.2 refers to the second figure in chapter 3. Similarly, Table 4.2, chart 3.3 etc. Appendices will be numbered with capital Roman numerals, e.g. Appendix I, Appendix II....etc.

The pages carrying the Title sheet, Declaration, Certificate And Acknowledgements (**optional**) should not be numbered. One set of small Roman numerals (i, ii, iii...) should be used for numbering the pages of content and nomenclature and the page number should be typed at the bottom center of the page.

The pages of the chapters, the appendices and the references should be designated by one set of Arabic numerals (1, 2, 3...etc). These should be typed on the bottom center of the page. Pages carrying figures, charts, tables etc. should carry appropriate page numbers. The page number of the first page of content, the first page of each chapter including the conclusions need not be typed as is often the practice.

Note : These points are taken from FORMS & FORMATS of Post Graduate and Research Programmes of NITK Surathkal. Some of the points are amended/newly added.

Specimen A : Title Sheet

T I T L E

(In capital letters)

Professional Practice/Seminar (IT890) Project Report
Submitted in partial fulfillment of the requirements for the degree of

MASTER OF TECHNOLOGY
in
INFORMATION TECHNOLOGY
by
NAME (Register-Roll Number)

Emblem (1.5” x 1.5”)

DEPARTMENT OF INFORMATION TECHNOLOGY
NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA
SURATHKAL, MANGALORE -575025
APRIL, 2023

DECLARATION

I hereby *declare* that the *Professional Practice/Seminar (IT890) Project Work Report* of the M.Tech.(IT) entitled.....
.....
.....which is being submitted to the National Institute of Technology Karnataka Surathkal, in partial fulfillment of the requirements for the award of the Degree of Master of Technology in the department of Information Technology, is a ***bonafide report of the work carried out by me***. The material contained in this project report has not been submitted to any University or Institution for the award of any degree.

(Name and Register-Roll Number of the Student)
Signature of the Student

Department of Information Technology

Place : NITK, SURATHKAL

Date :

CERTIFICATE

This is to *certify* that the Professional Practice/Seminar (IT890) Project Work Report
entitled.....

.....submitted by

student should write Name (Register-Roll Number) here as the record of the work
carried out by him/her, is *accepted as the Professional Practice/Seminar (IT890)Project
Work Report submission* in partial fulfilment of the requirements for the award of
degree of Master of Technology in the Department of Information Technology.

Guide Name

Signature of the Guide with Date

Length of the Professional Practice/Seminar (IT890) Project Report

Title page (1 page)

Declaration (1 page)

Certificate (1 page)

Abstract (1-2 pages, between 400 - 600 words)

Content (1-2 pages)

Chapter-1 Introduction (3-6 pages)

Chapter-2 Literature Survey (3-6 pages)

Chapter-3 Methodology (3-6 pages)

Chapter-4 Experimental Results and Analysis (5-8 pages)

Chapter-5 Conclusions and Future Work (1-2 pages)

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