**CGC- College of Engineering Landran, Mohali**

**FORMAT FOR PREPARATION OF PROJECT REPORT**

**1. Max 3 members in group.**

**2. One Hard copy per student.**

**3. Presentation should be in brief of project report.**

1. **General Structure**

Irrespective of which project you are undertaking, the aim of the project is for you to demonstrate practical and documentary competence. **The report must be word-processed on A4 pages and must be hard bound in Black rexin binding and  two copies must be made, one for the department and another as student's copy.**

Whilst it is expected that your report will vary according to your project the general structure may be of some assistance. It is emphasized however that the structure given below is only a suggestion and you should feel free to depart from it - if in doubt consult your respective I/C Training and Placement. Spelling checkers and grammar checkers should be used as appropriate. The sequence in which the report material should be arranged and bound should be as follows:

1. Cover Page & Title Page
2. Certificate (**Appendix -1)**
3. Abstract (a single page summary of the report)
4. Acknowledgment
5. Table of Contents
6. Chapters :

***1. Introduction***

Here you should provide a brief introduction to the problem central to your project and an outline of the structure of the rest of the report. The introduction should aim to catch the imagination of the reader and so excessive detail should be avoided.

***2. Related Work***

Other work that you have read or otherwise considered in the general area of the project topic should be surveyed and critically examined in this section.

***3. System Design***

In this section you should explain how you tackled arriving at your solution to the problem and how you went about designing the various aspects of the system. You should include here reference to the design method used, any problems that arose and how you got around such problems.

You should describe detailed design decisions and any trade-offs that were necessary, and include reference to the selection of algorithms, Processing Environment: H/W, S/W, data structures, implementation language and the use of development tools, together with justifications of decisions made.

***5. Verification and Validation***

Here you should describe the verification and validation processes that you have used throughout the project to ensure that the final product satisfies its specification. In particular the test procedures adopted during and after the implementation stages should be outlined (the test results should form a separate appendix).

***6. Critical Evaluation***

In this section you should attempt to evaluate critically the final product. In particular you should identify the product’s strengths and weaknesses, how closely it satisfies the original objectives, how it could be improved and what lessons have been learnt whilst undertaking the project.

***7. Summary and Conclusions***

In this section you should summaries how successful you were in achieving the original aims of the project, indicate problems which arose in the course of the project which could not be solved in the available time, and suggest any enhancements that could be made in the future to improve the work.

***8. References***

This should include papers and books referred to in the body of the report.

7.                 Appendices: *Appendix 1* Detailed Specification and Design Details of the specification and design. DFD, ER Diagram , Data Dictionary

*Appendix 2 Detailed Test Strategy and Test Cases*

*Details of test strategy together with tabulated test results and analysis.*

*Appendix 3 User Guide*

*There should be a detailed description of how the system should be used.*

*Appendix 4 Listing of Input and output*

*A full listing of Input and output should be included here.*

*Appendix 5 CD Disk containing Softcopy of Report + Complete Project in running condition + Power Pont Slides for presentation*

**2. TYPING INSTRUCTIONS:**

One and a half spacing should be used for typing the general text. The general text shall be **justified and typed in the Font style ‘Times New Roman’ and Font size 12.**

**Subheading** shall be typed in the Font style ‘Times New Roman’ and Font size 12 and bold.

**Heading** shall be typed in the Font style ‘Times New Roman’ and Font size 14 and bold.

**3. PREPARATION FORMAT:**

**3.1 Cover Page & Title Page** – A specimen copy of the Cover page & Title page of the project report

* 1. **Abstract –** Abstract should be one page synopsis, it should summarize the aims, conclusions and implications of the topic of your report, typed with double line spacing, Font Style Times New Roman and Font Size 14.
  2. **Table of Contents –** The table of contents should list all material following it as well as any material, which precedes it. The page numbers of which are in lower case Roman letters. One and a half spacing should be adopted for typing the matter under this head.

**3.4 Chapters –** The chapters may be broadly divided into parts as described earlier under the General Structure such as (i) Introductory chapter, (ii) Related Work, (ii) ………(vii) and Summary or Conclusions (viii) References

The main text will be divided into several chapters and each chapter may be further divided into several divisions and sub-divisions.

                Each chapter should be given an appropriate title.

              Tables and figures in a chapter should be placed in the immediate vicinity of the reference where they are cited.

**3.5 List of References** –The listing of references should be typed 2 spaces below the heading “REFERENCES” in alphabetical order in single spacing left – justified. Should be numbered consecutively (in square [] brackets, throughout the text and should be collected together in the reference list at the end of your report. The references should be numbered in the order they are used in the text.   The name of the author/authors should be immediately followed by the year and other details.

  A typical illustrative list given below relates to the citation example quoted above.

**REFERENCES**

[1]. Ariponnammal, S. and Natarajan, S. (1994) ‘Transport Phonomena of Sm Sel – X Asx’, Pramana – Journal of Physics Vol.42, No.1, pp.421-425.

[2]. Barnard, R.W. and Kellogg, C. (1980) ‘Applications of Convolution Operators to Problems in Univalent Function Theory’, Michigan Mach, J., Vol.27, pp.81–94.

**3.6 Appendices** – Appendices are provided to give supplementary information, which is included in the main text may serve as a distraction and cloud the central theme.

             Appendices should be numbered using Arabic numerals, e.g. Appendix 1, Appendix 2, etc.

             Appendices, Tables and References appearing in appendices should be numbered and referred to at appropriate places just as in the case of chapters.

             Appendices shall carry the title of the work reported and the same title shall be made in the contents page also.

**\* \* \* \***

##### 

##### TITLE OF PROJECT

##### <Font Size 22><BOLD><Centralized>

##### A Training Report

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###### ***Submitted by***

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##### NAME OF THE CANDIDATE

<Font Size 16>><BOLD><Centralized>

**Roll NO:**

***in partial fulfillment for the award of the degree***

***of***

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##### NAME OF THE DEGREE

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IN

**BRANCH OF STUDY**

<Font Size 14><BOLD><Centralized>

**At**

DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

CHANDIGARH ENGINEERING COLLEGE

LANDRAN, MOHALI

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MONTH YEAR

<Font Size 14>><BOLD><Centralized>

##### TITLE OF PROJECT

##### A TRAINING REPORT

###### ***Submitted by***

##### Mr. XYZ

**ROLL NO**.

***in partial fulfillment for the award of the degree***

***of***

### BACHELOR OF TECHNOLOGY

IN

# COMPUTER SCIENCE & ENGINEERING

**At**

****

DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

CGC COLLEGE OF ENGINEERING

LANDRAN, MOHALI

**November 2014**

###### CERTIFICATE

This is to certify that the work contained in this Project entitled “Use Sentence Italic ---------Bold”, By *candidate name* has been carried out under my supervision from \_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_ and that this work has not been submitted elsewhere for a degree.

Month, 2011

Supervisor Name and Signature

Designation

Head

Department of CSE

CGC College of Engineering,

Landran, Mohali (Punjab) – 140307

India

**CGC College of Engineering**

**Landran, Mohali**

**CANDIDATE’S DECLARATION**

I hereby certify that the work which is being presented in the report entitled “**Project Title”** in partial fulfillment for the award of the Degree of Bachelor of Technology in Computer Science and Engineering affiliated to **Punjab Technical University, Jalandhar** and submitted to the Department of Computer Science and Engineering of CGC College of Engineering, Landran, is an authentic record of my own work carried out during a period from **Aug 2014 to November 2011**. The matter represented in this report has not been submitted by me for award of any other degree of this or any other institute/university.

**Date : - Name**

**Roll no.**

This is to certify that the above statement made by the candidate is correct to the best of our knowledge.

**Date: Project Supervisor Head - CSE**

## ABSTRACT

## ACKNOWLEDGEMENT

**(Name of students)**

TABLE OF CONTENTS

**CHAPTER NO. TITLE PAGE NO.**

ABSTRACT ii

**ACKNOWLEDGMENT iii**

**1. INTRODUCTION**

1.1 GENERAL 1

1.2 . . . . . . . . . . . . 2

1.2.1 General 5

1.2.2.1 General 8

1.2.2.2. . . . . . . . 10

1.2.2 12

1.3 . . .. . . . . . .. . . . . . . 13

1.4 . . . . . . . . . . . . . . . . 15

**2. OUTPUTS 16**

2.1 GENERAL 17

2.2              . . . . .. 19

2.2. 20

|  |  |
| --- | --- |
|  |  |
|  | **Conclusion** |
|  | **References & Bibliography** |
|  | **Appendices** |