<APPENDIX 1 ( Not to be printed)>



<A typical Specimen of Cover Page & Title Page ( Not to be printed)>

## <Project Title>

*This project is submitted to*

**St. Vincent Pallotti College of Engineering & Technology**

(An Autonomous Institution Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur)

***in partial fulfillment of the requirements for the award of the degree of Bachelor of Technology in***

### <NAME OF THE BRANCH>

***Submitted by***

### <NAME OF THE CANDIDATE(S)>

<In alphabetical Order>**.** ( Not to be printed)

**Under the guidance of**

<<Name of Guide>>

<Font Size 16><Bold UPPER CASE>

<<Academic Designation>> <Font Size 14><Title Case>

#### Academic Year 2024-25

**Department of**

# ST. VINCENT PALLOTTI

**COLLEGE OF ENGINEERING AND TECHNOLOGY**

##### Gavsi Manapur, Wardha Road, Nagpur -441108

***Note :-*** Colour of cover page must be dark navy blue with golden colour fonts. Title page should be thick white page/sheet with black colour fonts. **( Not to be printed)**

**St. Vincent Pallotti College of Engineering and Technology, Nagpur**

**PROJECT REPORT FORMAT FOR**

**B.Tech. Final Year**

###### ARRANGEMENT OF CONTENTS:

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

1. Cover Page & Title Page
2. Certificate
3. Project Certificate from Company (for Industry Project)
4. Acknowledgment
5. Table of Contents
6. Abstract
7. List of Tables
8. List of Figures
9. List of Symbols, Abbreviations and Nomenclature
10. Chapters
11. References
12. Appendices
13. DVD containing soft copy of Thesis, Project Demonstration Video, PPT, Complete Setup with Installation Instructions and How to Use document, (if any).
14. Project Team Members Information
15. Project Guide Information

The table and figures shall be introduced in the appropriate places.

###### PAGE, PAPER AND BINDING SPECIFICATIONS:

The dimension of the project report should be A4 size. Bond paper of minimum 70GSM quality should be used. The project report should be hard bound with plastic covers.

###### PREPARATION FORMAT:

* 1. **Cover Page & Title Page** – A specimen copy of the Cover page & Title page of the project report are given in **Appendix 1.** Color of cover page must be **dark navy blue in color with golden color fonts**. Title page should be thick white page/sheet with black color fonts.

The following information should be given on the edge of the binding of project report

**PROJECT TITLE** <**Use Dept Code> 2024-25**

\* Project title<Font Size 20><Bold UPPER CASE> in golden color fonts (can be reduced if the title is lengthy)

\*\* Name of Department in short e.g. ME, EE, ETC, CE, IT <Font Size 22><Bold UPPER CASE>. in golden color fonts. The word **“DEPARTMENT”** is not to be printed

\*\*\*Academic year <Font Size 22><Bold UPPER CASE> in golden colour fonts The word **“**Academic year**”** is not to be printed

* 1. **Acknowledgement -** It should be on a separate sheet. The acknowledgements shall indicate the extent to which assistance has been received, from the various sources by the candidate in his work.
  2. **Certificate –** The Certificate shall be in double line spacing using Font Style Times New Roman and Font Size 14, as per the format in **Appendix 2.**

The certificate shall carry the guide’s and HOD’s signature and shall be followed by their name, academic designation (not any other responsibilities of administrative nature).

* 1. **Abstract –** The abstract shall give the important features of the material contained in the individual chapters. Separate paragraph should be made for each chapter. Abstract should not exceed 500 words.
  2. **Table of Contents –** The table of contents should list all material following it as well as any material which precedes it. The title page and Certificate will not find a place among the items listed in the Table of Contents but 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. A specimen copy of the Table of Contents of the project report is given in **Appendix 3.**
  3. **List of Tables –** It shall indicate table number, table title and corresponding page number. The table number should be in decimal notation indicating the chapter number and table number in the chapter e.g. 2.11 refers to table 11 in chapter 2. Any reference in the text should be given as by quoting the relevant paras as “Table 2.11” The list should use exactly the same captions as they appear above the tables in the text. One and a half spacing should be adopted for typing the matter under this head.
  4. **List of Figures –** It shall indicate figure number, figure title and corresponding page number. The figure number should be in decimal notation indicating the chapter number and figure number in that chapter e.g. 4.6 refers to figure 6 in chapter 4. Any reference in the text should be given as by quoting the relevant paras such as “Fig

4.6” The list should use exactly the same captions as they appear below the figures in

the text. One and a half spacing should be adopted for typing the matter under this head.

* 1. **List of Symbols, Abbreviations and Nomenclature** – It should contain the list of the symbols used. They shall be arranged alphabetically in the order of Latin letters, Greek letters, letters superscripts. As far as possible the generally accepted symbols, abbreviations should be used. Symbols not available in software shall be written in permanent black ink. One and a half spacing should be adopted or typing the matter under this head.
  2. **Page numbering:** For items (3.4) to (3.8) the page numbers shall be in small roman at the bottom of the page centrally located. Page numbers in Arabic numerals shall start with ‘1’on first page of the Introduction chapter. The page number should be on the bottom centrally located. All pages including those with tables and figures must have page numbers. Chapter separators should not be considered as a page and shall not bear any page number.
  3. **Chapter numbering:** The chapters shall be numbered in Arabic numerals. Sections and subsections of any chapter shall be decimal notation. All chapters shall begin on new page. Titles of the chapters, sections, subsections shall be in block letters, for sub-subsections 1st letter should be capital. The chapter number and title shall be properly centered at the top the page and have three spaces between them.

|  |
| --- |
| **Item Font size Case** |
| Chapter & chapter title 16 bold Upper case |
| Section & section title 14 bold Upper case |
| Subsection & subsection title 12 bold Upper case |
| Sub-subsection & sub-subsec.title12 bold Title case |
| Title of Figures & Table 12 Title case |
| Other written matter 12Normal |

* 1. **Chapters** – The chapters may be broadly divided into 3 parts (i) Introductory chapters- Introduction, Review of Literature, (ii) Chapters developing the main theme of the project work and (iii) Calculations (if any), Discussions ,Conclusion and Scope of future work.

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.
    - 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.
    - Clear film/Transparency and chapter separators should be placed before each chapter.

Every chapter should have introductory remark at beginning and concluding remarks at the end.

1. **Introduction:** The introduction shall form CHAPTER 1 of any thesis. It shall highlight the importance of the investigation and also define the topic and scope of the work envisaged.
2. **Review of Literature:** This shall form the CHAPTER 2 of any thesis presenting the critical appraisal of the previous work done on the topic. The extent and emphasis on this chapter shall depend on the nature of the investigation. The work, which is expected to be carried out in the light of above review, should be end paragraph of this chapter.
3. **Work done:** The work carried out shall be presented in one or more chapters depending on the nature of the investigation. Each chapter shall have suitable title. Each chapter must have several sections and subsections with suitable sub-titles.

In these chapters shall be presented important and short derivations and representative data in the tables and figures. Information such as lengthy derivations, voluminous tables and large numbers of figures shall be presented in the appendix.

The figures shall be drawn by drafting software only. Free hand text is not permitted. Xerox of figures, graphs, tables, photographs from any reference is not permitted. Each figure or table may follow its first mention in the text and not proceed. All figures, tables, graphs shall be titled. Title of table with table number should appear at the top and for the rest at the bottom with figure number.

Mathematical portion should preferably be typed. Where it is not possible, ample space shall be left and equations and symbols shall be inserted in permanent black ink.

1. **Calculations (if any), Discussions, Conclusion and Scope of future work.:** This shall form the last chapter of any thesis. It shall include the thorough evaluation of the investigation carried out and shall bring out the contribution (preferably they would be numbered), if any, calculations (if any), the discussion shall logically lead to certain conclusions and inferences. Scope of future work (if any) should be mentioned on a separate page in the last.
   1. **References** –‘References’ shall follow the last chapter. It shall give the list of works (papers, books etc) referred to in the body of the text and shall be arranged in the order they are first cited in the text. The numbering shall be in Arabic numerals indicated in [ ] brackets along with the author names in text. (Sandor [5] has used elliptical sprockets for…….)

For any paper, information shall contain the names of the authors, the title of the paper, the name of the journal, the volume number underscored, the page number and year of publication in parenthesis. In case of reference from journal or books in languages other than English, the title of the journal or book should be transliterated in Latin script and not translated. For any book the information shall contain the names of authors, the title of the book, the name of publisher, the edition and the year of publication in parenthesis. For papers and books with joint authorship, the names

of all the authors shall be reproduced in the same order. The author name should begin with the last name followed by the initials. For example,

Paper: Machean W; Theory of Strong Electromagnetic Waves in Massive Iron; Journal of Applied Physics, 25, 1267(1954)

Book: Blowley L. V.: Two Dimensional field In Electrical Engineering, McMillan, London (1948)

The text of the thesis should positively indicate the numbers given to the paper or book in the list of references, wherever they are referred to.

* 1. **Appendices** – It should follow item 3.10 and should be numbered in roman capitals. The appendices shall normally contain detailed or lengthy derivations, sample calculations, voluminous tables, large figures, program listing (if any) and calculations.
  2. **Project Team Members Information:-** The following information of Project Report Team Members is to be given:-
     1. Name:-
     2. Contact No.
     3. E-mail ID :-
  3. Other instructions:
* Page & page setup: Use A4 size Bond paper of minimum 70GSM quality. Top margin : 1.0” Bottom margin : 1.0”

Left margin : 1.5” Right margin : 1.0”

* Text matter:

Written matter font size- -12 Font - Times new roman Line spacing - 1.5 Text - Justified.

Paragraph spacing - 2.0 Paragraph indentations – Single / Double Tab. The impression on the typed copies should be black in colour.

* No matter should be written on the left side. All matter should be (including written Matter, figures, photographs) should be on the right side. Photographs should be mounted on thick sheet, titled and inserted at appropriate place or all together as independent appendix.
* Use of italic and short forms should be avoided. If short form is to be used first a long form and then in bracket its short form should be given. (It is common to use Flexible Manufacturing System (FMS) under such…)
* Written matter should be in third person (Use of I, We, You etc. should be avoided) in present tense as far as possible. Care must be taken to minimize spelling and grammatical mistakes.
* **Table and figures -** By the word Table, is meant tabulated numerical data in the body of the project report as well as in the appendices. All other non-verbal materials used in the body of the project work and appendices such as charts, graphs, maps, photographs and diagrams may be designated as figures.

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

<APPENDIX 1 (Not to be printed)>

<A typical Specimen of Cover Page & Title Page (Not to be printed)>

## <Project Title>

*This project is submitted to*

**St. Vincent Pallotti College of Engineering & Technology** (An Autonomous Institution Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur)

***In partial fulfillment of the requirements for the award of the degree of Bachelor of Technology in***

### NAME OF THE BRANCH

***Submitted by***

### <NAME OF THE CANDIDATE(S)>

<In alphabetical Order>**.** (Not to be printed)

Under the guidance of

<<Name of Guide>>

<Font Size 16><Bold UPPER CASE>

<<Academic Designation>> <Font Size 14><Title Case>

#### Academic Year 2024-25



**Department of**

# ST. VINCENT PALLOTTI

**COLLEGE OF ENGINEERING AND TECHNOLOGY**

##### Gavsi Manapur,Wardha Road, Nagpur -441108

***Note: -*** Color of cover page must be dark navy blue with golden colour fonts. Title page should be thick white page/sheet with black colour fonts. **(Not to be printed)**

**CERTIFICATE**

Certified that this project report “……….**TITLE OF THE PROJECT**……………..” is the bonafide work of “ **NAME**

**OF THE CANDIDATE(S)**.…………” who carried out the project work under my supervision in partial fulfillment of the requirements for the award of the degree of Bachelor of Technology in <**Name of the Branch>** of **St. Vincent Pallotti College of Engineering & Technology,** *(An Autonomous Institute affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur.*)

|  |  |  |
| --- | --- | --- |
| **Signature** | **Signature** | **Signature** |
| **Name of the Guide** | **Name of the Project Coordinator** | **Name of Head of the Department** |

**PRINCIPAL**

**ST. VINCENT PALLOTTI**

**COLLEGE OF ENGINEERING AND TECHNOLOGY**

Gavsi Manapur, Wardha Road, Nagpur – 441108 (An Autonomous Institute affiliated to RTMNU, Nagpur)

## ACKNOWLEDGEMENT

This project work is one of the major milestones in my journey of learning. We would like to sincerely thank **<Name of the Guide>, project guide**, for her/his guidance at every stage of the project and for her prompt and insightful input.

We would like to thank **<Name of the HoD>, Head, Department of <Name of the Department>** and all our faculty members who reviewed our work and pointed out the shortcomings, their valuable insights and recommendations propelled our project forward, helping us overcome challenges and complexities along the way.

Also, we are very grateful to the Institute **Management, Principal Dr. Vijay M Wadhai** for their overwhelming support in providing us the facilities of the computer lab and other required infrastructure.

**Project Members Name**

### CONTENTS

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**CHAPTER NO. TITLE PAGE NO.**

ABSTRACT iii

LIST OF TABLE xvi

LIST OF FIGURES xviii

LIST OF SYMBOLS, ABBREVIATIONS AND NOMENCLATURE xxvii

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###### INTRODUCTION 1

* 1. GENERAL <Font Size 12> 1
  2. . . . . . . . . . . . . . 2
     1. General <Font Size 12> 5
     2. . . . . . . . . . . . 12
     3. . . . . . . . . . . . . 30

###### LITERATURE REVIEW 69

|  |  |  |
| --- | --- | --- |
| 2.1 | GENERAL | 69 |
| 2.2 | ……………. | 100 |

**Note: - Remaining Chapters to be decided in consultation with project guide.**