

<Name of the Institute >

<Name of the Department>

## SEMINAR/PROJECT REPORT

FOR

**B.E. 7<sup>TH</sup> /8<sup>TH</sup> SEMESTER**

### 1. 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. Acknowledgement
4. Abstract
5. List of Tables
6. List of Figures
7. List of Symbols, Abbreviations and Nomenclature
8. Table of Contents
9. Chapters
10. Appendices
11. References

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

### 2. PAGE DIMENSION AND BINDING SPECIFICATIONS:

The dimension of the project report should be in A4 size. The project report should be bound using flexible cover of the thick white art paper. The cover should be **printed in black letters** and the text for printing should be identical.

### 3. PREPARATION FORMAT:

**3.1 Cover Page & Title Page** – A specimen copy of the Cover page & Title page of the project report are given in **Appendix 1**.

**3.2 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**.

- 3.3 Acknowledgement** - The Certificate shall be in double line spacing using Font Style Times New Roman and Font Size 12
- 3.4 Abstract** – Abstract should be one page synopsis of the project report typed 1.5 line spacing, Font Style Times New Roman, italics and Font Size 14.
- 3.5 List of Tables** – 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. A specimen copy of the Table of Contents of the project report is given in **Appendix 3**.
- 3.6 List of Figures** – 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. A specimen copy of the Table of Contents of the project report is given in **Appendix 4**.

Figure copied from some paper or website has to be captioned with “Courtesy of \_\_\_\_\_”

- 3.7 List of Symbols, Abbreviations and Nomenclature** – One and a half spacing should be adopted or typing the matter under this head. Standard symbols, abbreviations etc. should be used. A specimen copy of the Table of Contents of the project report is given in **Appendix 5**.
- 3.8 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 6**.
- 3.9 Chapters** – The chapters may be broadly divided into following sequence
- 3.9.1 Introduction to Project
  - 3.9.2 Brief History of the work
  - 3.9.3 Literature Survey
  - 3.9.4 Working / Implementation of the Project work/ simulation
  - 3.9.5 Result Analysis
  - 3.9.6 Conclusion

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

- ❖ 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.

- 3.10 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.

**3.11 List of References** –The listing of references should be typed 4 spaces below the heading “REFERENCES” in alphabetical order in single spacing left – justified. The reference material should be listed in the alphabetical order of the first author. The name of the author/authors should be immediately followed by the year and other details.

Website citation has to be very specific not like ‘google.com’ or ‘wikipedia.org’.

Figure copied from some paper or website has to be captioned with “Courtesy of \_\_\_\_\_”

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

## REFERENCES

1. Aripnammal, S. and Natarajan, S. (1994) ‘Transport Phenomena 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. Shin, K.G. and Mckay, N.D. (1984) ‘Open Loop Minimum Time Control of Mechanical Manipulations and its Applications’, Proc.Amer.Contr.Conf., San Diego, CA, pp. 1231-1236.

**3.11.1 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.

## 4. TYPING INSTRUCTIONS:

The impression on the typed copies should be black in colour.

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

\* \* \* \* \*

**TITLE OF SEMINAR/PROJECT REPORT**

<Font Size 18><1.5 line spacing>

**A SEMINAR REPORT**

<Font Size 14>

*Submitted by*

<Font Size 14><Italic>

**NAME OF THE CANDIDATE**

<Font Size 16>

*In fulfillment for the award of the degree*

*of*

<Font Size 14><1.5 line spacing><Italic>

**BACHELOR OF ENGINEERING**

<Font Size 16>

*in*

<Name of the Department>

<Font Size 14>

Institute Logo

<Name of the Institute with City>

<Font Size 14>

**Gujarat Technological University, Ahmedabad**

<Font Size 16><1.5 line spacing>

December, 2024

## Appendix 2

**<Name of the Institute>**

**<Name of the Department>**

**<Font Size 14>**

### **CERTIFICATE**

**Date:**

**This is to certify that the dissertation entitled “SEMINAR/PROJECT TITLE” has been carried out by NAME OF THE STUDENTS under my guidance in fulfillment of the degree of Bachelor of Engineering in <Branch Name> (7<sup>th</sup> Semester/8<sup>th</sup> Semester) of Gujarat Technological University, Ahmedabad during the academic year 2023-24.**

**Guides:**

Head of the Department

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**LIST OF SYMBOLS, ABBREVIATIONS AND NOMENCLATURE**

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<b>Symbol</b>	<b>Abbreviations</b>
<b>Name</b>	



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**SPECIMEN**

**<Title of the Project>**

**A PROJECT REPORT**

*Submitted by*

**<Name(s) of the student(s)>**

*In fulfillment for the award of the degree*

*of*

**BACHELOR OF ENGINEERING**

*in*

**<Branch Name>**

Institute Logo

**<Name of the Institute with City >**

**Gujarat Technological University, Ahmedabad**

**DECEMBER 2024**