Draft Guidelines on the Preparation of B.Tech. Project Report

OBJECTIVE

A Project Report is a documentation of a Graduate student's project work—a record of the original work done by the student. It provides information on the student's research work to the future researchers. The Department is committed to preserve a proper copy of the student's report for archiving and cataloguing it in the Departmental Library, making it available to others for academic purpose.

Standardization, readability, conformance to ethical norms, and durability are the four overriding criteria for an acceptable form of a report.

The objective of this document is to provide a set of guidelines that help a research student to prepare the report to satisfy the above-mentioned criteria.

FEATURES

1. The final copy of the report has to contain all the modifications/corrections suggested by the examiners (including the members of the Viva-Voce Board) and is to be submitted after the student successfully defends the project in the viva-voce examination.

2. The report has to contain an appropriate **copyright notice**.

3. The report has to include a **declaration** by the student to the effect that he/she has not resorted to any unethical practice while carrying out the research work and preparing the report.

4. The *contribution* of the student must be explicit in the Introduction chapter of the report.

5. Project report should not contain verbatim reproduction of material available elsewhere.

PRODUCTION

Report Size

1. The maximum number of pages of the Report should be preferably between 40-70 pages.

Paper Size

2. The standard size of paper of a Report is 21.5 cm (8½ inch) wide and 28 cm (11 inches) long.

3. Oversized figures and tables, if any, should be reduced to fit with the size of the report but the reduction should not be so drastic as to impair clarity of their contents. One may also fold these pages to fit with the report size.

4. It is suggested that the report be printed on one side of the paper.

Non-Paper Material

5. Digital or magnetic materials, such as CDs and DVDs, may be included in the report. They have to be given in a closed pocket in the inside of the back cover page of the report. It should be borne in mind that their formats may become obsolete due to rapid change in technology, making it impossible for the Library to guarantee their preservation and use.

6. All non-paper materials, as above, must have a label each indicating the name of the student, enrolment number, the date of submission, and the copyright notice.

Page Numbering

7. Page numbers for the prefacing materials of the report shall be in small Roman numerals and should be centred at the bottom of the pages.

8. Page numbers for the body of the report should be in Arabic numerals and should be centred at the bottom of the pages. The pagination should start with the first page of Chapter 1 and should continue throughout the text (including tables, figures, and appendices).

Binding

9. The report submitted for examination has to be softbound and printed on both sides.

   The reports should have, on their spines, the abbreviated title of the report, the name of the student, enrolment number and the year of submission of the report.

FORMAT FOR THE REPORT

After the text of the report is written, it is to be formatted in an appropriate manner for printing. The following guidelines are provided to format the report for easy readability.

Font

10. The preferred font size of the text in the report is 12 point, but in no case should it be less than 11-point. The minimum font size of materials within a table or a figure can be 8 point, however.

11. The preferred font type is **Times New Roman**.

Margins

12. A margin of 3.75 cm (1½ inch) is to be given on the binding edge while on the other sides it is to be 2.5 cm (1 inch). The text of the report, including headings, figures, tables, and notes, but excluding page numbers, must be accommodated within the page area.

Line Spacing

13. The line spacing in the main text must be between one-and-a-half and two. Single line spacing should be given for quotations, abstract, declaration, report approval, figure captions, table titles, figure legends, footnotes, and references.

14. Equations, tables, figures, and quotations should be set off from the main text with adequate space (not less than the normal line spacing adopted for the main text).

15. Two consecutive paragraphs should be separated by a spacing which must be larger than the line spacing adopted for the text.

16. The chapters, sections and subsections may be numbered in the decimal form for e.g. Chapter 2, sections as 2.1, 2.2 etc., and subsections as 2.2.3, 2.5.1 etc.

17. The chapter number (font size 16) must be left justified. Followed by the title of chapter centered (font size 18), section/subsection numbers along with their headings must be left justified with section number and its heading in font size 16 and subsection and its heading in font size 14. The body or the text of the report should have font size 12.

18. The figures and tables must be numbered chapter wise for e.g.: Fig. 2.1 Block diagram of a serial binary adder, Table 3.1 Primitive flow table, etc.

THE PREFATORY MATERIALS

Title of the Report

1. The title of the report should remain same as that given in the synopsis.

2. It may be noted that other students will have electronic access to the abstract (internationally) and the report (locally through the NIT intranet). Search engines use the words of the title (and other keywords) to locate their contents. Use of formulae, symbols, Greek letters, etc., should be substituted by their word equivalents, because they do not appear on most computer keyboards.

Cover Page

1. Cover page should contain the title of the report, the name of the candidate and enrolment number.

2. The spine of the report (when finally submitted after the Viva-Voce Examination) should be provided with an abbreviated title of the report, the name of the student, enrolment number and the year of submission of the report.

3. For the department of **Electronics and Communication Engineering** the colour of the cover page should be **dark blue** and all the contents on the cover page should be printed with a contrasting ink (e.g. gold, silver, etc)

See Sample Page 1 for details.

Title Page (First Inner Page)

The title page (first inner page) should be similar to the cover page but should contain a few additional items. This page will not only bear the title of the report and the candidate's name, but also the name of the degree for which the report is submitted, the name of the Institute, month and year of submission of the report, and the copyright notice.

The copyright notice shall consist of the following:
  a. The encircled symbol "C" ©
  b. The year of the award of the degree
  c. The name of the owner of the copyright

d. The words "All rights reserved" (optional)

Examples:

See Sample Page 2 for details.

Declaration by the Students

The student has to give a declaration to the effect that the data used for the work, the work depicted in the report, and the written material contained in the report are not copied from others and that due permission has been taken from, and due credit has been given to, the sources whenever they are used.

See Sample Page 4 for details.

Acknowledgements

It should be limited, preferably, to one page (Optional).

Contents

Chapter numbers, chapter names, section numbers, section headings, subsection numbers, and subsection headings, along with the corresponding page numbers, should be given in the Contents.

See Sample Page 4 for details.

List of Symbols

All the symbols used in the report are to be given here along with their explanations and units of measurement (if applicable).

Abstract

1. The abstract of the report should be limited to 200-300 words.

2. A list of keywords should follow the abstract.

BODY OF THE REPORT

1. The report should be written in either British or American English, not a mixed mode. However, because of increasing acceptance of both styles and blurring of the distinction between the two, what is important is that consistency should be maintained all throughout the text.

   Note:
   Indian authors often use both styles without knowing whether the style they follow while writing is American or British. Also many American words are increasingly included in British English Dictionaries (such as Oxford or Cambridge Dictionaries). Further, there are subtle differences in the British and American styles with regard to punctuation, abbreviations, quotations, etc., which are increasingly accepted by the proponents of both styles, and hence the distinction between them has blurred over the years.

2. The chapters should have numbers in Arabic numerals and should be written as Chapter 1, Chapter 2, etc. This should be followed by the title of the chapter (e.g., Introduction, etc.). The font size should be 14-point, bold for the titles.

3. Figures, tables, graphs should be positioned within the body of the text immediately after citation and should not be positioned separately. (See *Guidelines for Tables and Figures*, already circulated.)

4. Units should be in SI format.

References

1. Author-date style of referencing is the preferred style. The references should be numbered serially in the order of their occurrence in the text and their numbers should be indicated within square brackets for e.g. [3]. The section on references should list them in serial order in the following format.

2. IEEE style to be followed.

   For example,

   [1] T.R. Singh, K.M. Singh and S. Roy, "Video Watermarking Scheme Based on Visual Cryptography and Scene Change Detection", *Elsevier International Journal of Electronics and Communication*, Vol. 67, No. 8, pp. 645-651, Aug. 2013.

3. Irrespective of the style adopted, the reference details must include the title of the Source.

Appendices

1. Each appendix should be identified as Appendix A, Appendix B, etc.

2. It should also have a title.

3. The appendices and their titles should be listed in the Contents.

4. Section and sub-section headings, equations, figures, and tables should be identified as A.1, A.2, etc., in accordance with their appearance in an appendix.

THE TITLE OF THE REPORT SHALL LOOK LIKE THIS
LINE

(The title is in Times New Roman Font with 16-point size, bold, one and a half line spacing)

T. Hareshwar Singh
Enrolment No.

(Candidate's name in Times New Roman Font, 14-point size in Bold Italics)

THE TITLE OF THE REPORT ON THE SECOND PAGE SHOULD LOOK LIKE THIS

(Times New Roman, 16-point size, Bold and Centered)

Report submitted to
National Institute of Technology Manipur
for the award of the degree

(4 lines gap) (Times New Roman, 12-point size, Bold, Italics and Centered)

of

(1 line gap) (Times New Roman, 12-point size, Bold, Italics, and Centered)

Bachelor of Technology

in Computer Science & Engineering

(1 line gap) (Times New Roman, 14-point size, Bold, (Centered)

by

(1 line gap) (Times New Roman 12-point size, Bold, Italics, and Centered)

T. Hareshwar Singh

Enrolment Number

(1 line gap) (Times New Roman, 14-point size, Bold, Centered)

DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING

NATIONAL INSTITUTE OF TECHNOLOGY MANIPUR

May 2014

(1 line gap) (Times New Roman, 14-point size, Bold, Centered)

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DECLARATION

I certify that

a. the work contained in this report is original and has been done by me under the guidance of my supervisor(s).
b. the work has not been submitted to any other Institute for any degree or diploma.
c. I have followed the guidelines provided by the Institute in preparing the report.
d. I have conformed to the norms and guidelines given in the Ethical Code of Conduct of the Institute.
e. whenever I have used materials (data, theoretical analysis, figures, and text) from other sources, I have given due credit to them by citing them in the text of the report and giving their details in the references. Further, I have taken permission from the copyright owners of the sources, whenever necessary.

Signature of the Student

CERTIFICATE

This is to certify that the Dissertation **Report** entitled, "**Title of the Project**" submitted by **Mr./Ms. "Name of the Student**" to National Institute of Technology Manipur, India, is a record of bonafide Project work carried out by him/her under my/our supervision and guidance and is worthy of consideration for the award of the degree of Bachelor of Technology in Computer Science & Engineering of the Institute.

_____   _____

        Supervisor   Head of the Department

Date:

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