

**1. Page Setup**

Project reports should be typed neatly only on one side of the paper with

- **1.5 or double line spacing** on a **A4 size bond paper** (210 x 297 mm).
- The **margins** should be:
  - Left - 1.25"
  - Right - 1"
  - Top and Bottom - 0.75"

**2. No of Copies of Report**

The total number of reports to be prepared are

- One copy to the department
- One copy to the concerned guide(s)
- Two copies to the sponsoring agency
- One copy to the candidate.

3. Before taking the final printout, the approval of the concerned guide(s) is mandatory and suggested corrections, if any, must be incorporated.

4. For making copies dry tone Xerox is suggested.

**5. Contents of Report**

Every copy of the report must contain

- Inner title page (White)
- Outer title page with a plastic cover
- Certificate in the format enclosed both from the college and the organization where the project is carried out.
- An abstract (synopsis) not exceeding 100 words, indicating salient features of the work. (NB: four copies of the abstract are to be submitted to the Department on the date of submission separately)

6. **The organization of the report** should be as follows

1. Inner title page
2. Abstract or Synopsis
3. Acknowledgments
4. Table of Contents
5. List of table & figures (optional)

**Usually numbered in roman**

## GUIDELINES FOR THE PREPARATION OF B.E./B. Tech. PROJECT REPORTS

- **Chapters (to be numbered in Arabic)** containing Introduction-, which usually specifies the scope of work and its importance and relation to previous work and the present developments, Main body of the report divided appropriately into chapters, sections and subsections.
- **The last chapter** should contain the summary of the work carried, contributions if any, their utility along with the scope for further work.
- 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.

### Font Size

SI No.	Content	Justification	Font Size
1	The chapter must be justified	Left or Right	16
2	Followed by the title of chapter	Centered	18
3	Section/subsection numbers along with their headings	Left	16
4	Subsection and its heading	Left	14
5	The body or the text of the report	Justified	12

### Numbering of figures and tables

- **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.

### Reference (or) Bibliography

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.

1. **For Textbooks** - A.V. Oppenheim and R.W. Schafer, Digital Signal Processing, Englewood, N.J., Prentice Hall, 3 Edition, 1975.
2. **For Papers** - Devid, Insulation design to combat pollution problem, Proc of IEEE, PAS, Vol 71, Aug 1981, pp 1901-1907.

**Equations & Units**

- **Only SI units** are to be used in the report. Important equations must be numbered in decimal form for e.g.

$$V = IZ \qquad \dots\dots\dots \qquad (3.2)$$

- All **equation numbers** should be right justified.

**About Project Report**

- The project report should be brief and include descriptions of work carried out by others only to the minimum extent necessary. Verbatim reproduction of material available elsewhere should be strictly avoided. Where short excerpts from published work are desired to be included, they should be within quotation marks appropriately referenced.
- Proper attention is to be paid not only to the technical contents but also to the organization of the report and clarity of the expression. Due care should be taken to avoid spelling and typing errors. The student should note that report-write-up forms the important component in the overall evaluation of the project
- **Hardware projects must include:** the component layout, complete circuit with the component list containing the name of the component, numbers used, etc. and the main component data sheets as Appendix. At the time of report submissions, the students must hand over a copy of these details to the project coordinator and see that they are entered in proper registers maintained in the department.
- **Software projects must include** a virus free disc, containing the software developed by them along with the read me file. Read me file should contain the details of the variables used, salient features of the software and procedure of using them: compiling procedure, details of the computer hardware/software requirements to run the same, etc. If the developed software uses any public domain software downloaded from some site, then the address of the site along with the module name etc. must be included on a separate sheet. It must be properly acknowledged in the acknowledgments.
- **Sponsored Projects must also satisfy the above requirements** along with statement of accounts, bills for the same dully attested by the concerned guides to process further, They must also produce NOC from the concerned guide before taking the internal viva examination.
- The reports submitted to the department/guide(s) must be hard bounded, with a plastic covering.
- Separator sheets, used if any, between chapters, should be of thin paper

**GUIDELINES FOR THE PREPARATION OF B.E./B. Tech. PROJECT REPORTS**

**Certificate to be issued by College**

NAME OF THE INSTITUTION

Address with pin code

Department of .....

**CERTIFICATE**

Certified that the project work entitled ..... carried out by Mr./Ms. ...., USN....., a bonafide student of .....in partial fulfillment for the award of **Bachelor of Engineering / Bachelor of Technology** in ..... of the Visvesvaraya Technological University, Belgaum during the year ..... It is certified that all corrections/suggestions indicated for Internal Assessment have been incorporated in the Report deposited in the departmental library. The project report has been approved as it satisfies the academic requirements in respect of Project work prescribed for the said Degree.

Name & Signature of the Guide

Name Signature of the HOD

Signature of the Principal

External Viva

Name of the examiners

Signature with date

- 1.
- 2.

**Certificate issued at the Organization where the project was carried out (On a separate sheet)**

NAME OF THE INDUSTRY / ORGANIZATION

Address with pin code

**CERTIFICATE**

Certified that the project work entitled ..... carried out by Mr./Ms . ...., USN....., a bonafied student of .....in partial fulfillment for the award of **Bachelor of Engineering / Bachelor of Technology** in ..... of the Visveswaraiah Technological University, Belgaum during the year ..... It is certified that, he/she has completed the project satisfactorily

Name & Signature of the Guide

Name & Signature of the Head of organization

**GUIDELINES FOR THE PREPARATION OF B.E./B. Tech. PROJECT REPORTS****COLOUR OF THE OUTER COVER/FRONT PAGE OF UG DISSERTATION / PROJECT REPORT**

<b>Sl. No.</b>	<b>UG course</b>	<b>Color of the outer cover/front page of the report</b>
1	Electronics & Communication, Telecommunication, Bio-Medical, Medical Electronics, Electrical & Electronics and Instrumentation Technology ( <b>EC/TE/BM/ML/EE/IT</b> )	<b>PURPLE</b>
2	Computer Science and Information Science and Engineering ( <b>CS/IS</b> )	<b>CREAM</b>
3	Mechanical, Printing Technology, Mining, Industrial Production, Industrial Engineering & Management, Manufacturing Science and Engineering and Automobile ( <b>ME/PT/MI/IP/IM/ MA /AU</b> )	<b>SKY BLUE</b>
4	Civil, Transportation and Environmental Engineering ( <b>CV/TR/EV</b> )	<b>GREY</b>
5	Chemical, Cement & Ceramics, Silk, Textile Technology and Polymer Science ( <b>CH/CC/ST/TX/PM</b> )	<b>BROWN</b>

**DISTRIBUTION OF MARKS FOR B.E./B.TECH. DISSERTATION EVALUATION**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Max. Marks</b>
1	Relevance of the subject in the present context	<b>10</b>
2	Literature Survey	<b>10</b>
3	Problem formulation	<b>10</b>
4	Experimental observation / theoretical modeling	<b>10</b>
5	Results – Presentation & Discussion	<b>10</b>
6	Conclusions and scope for future work	<b>10</b>
7	Overall presentation of the Thesis/Oral presentation	<b>40</b>
	<b>Total Marks</b>	<b>100</b>