



ANNA UNIVERSITY COIMBATORE

FORMAT FOR PREPARATION OF PROJECT REPORT

FOR

M.E/M.Tech /MCA/M.Sc/MBA

CONTENTS

1. GENERAL
2. NUMBER OF COPIES TO BE SUBMITTED
3. SIZE OF PROJECT REPORT
4. ARRANGEMENT OF CONTENTS OF PROJECT REPORT
5. PAGE DIMENSIONS AND MARGIN
6. MANUSCRIPT PREPARATION
7. TYPING INSTRUCTIONS
8. NUMBERING INSTRUCTIONS
9. BINDING SPECIFICATIONS

Appendix 1 : M.E. / M.Tech. / MCA / M.Sc. / MBA Cover Page & Title Page

Appendix 2 : M.E. / M.Tech. / MCA / M.Sc. / MBA Bonafide Certificate

Appendix 3 : Declaration

Appendix 4 : Table of Contents

1. GENERAL :

The manual is intended to provide broad guidelines to the M.E./M.Tech./MCA/M.Sc. / MBA candidates in the preparation of the project report. In general, the project report shall report, in an organised and scholarly fashion an account of original research work of the candidate leading to the discovery of new facts or techniques or correlation of facts already known (analytical, experiments, hardware oriented etc.)

2. NUMBER OF COPIES TO BE SUBMITTED :

M.E. /M.Tech./ MCA/M.Sc./M.B.A.: Students should submit Four copies to the Head of the Department concerned on or before the specified date. The Head of the Department should send (i) One copy to the Zonal Coordinator for onward transmission to the University. (ii) One copy to the Department library (iii) One copy each to the internal (iv) One copy to the student concerned.

3. SIZE OF PROJECT REPORT :

The size of project report should not exceed 70 pages of typed matter reckoned from the first page of Chapter 1 to the last page.

4. 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. Bonafide Certificate
3. Declaration
4. Acknowledgement
5. Table of Contents
6. Abstract
7. List of Table
8. List of Figures
9. List of Symbols, Abbreviations and Nomenclature
10. Chapters
11. Appendices
12. References

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

5. PAGE DIMENSION AND BINDING SPECIFICATIONS:

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

6. PREPARATION FORMAT:

- 6.1 **Cover Page & Title Page** – A specimen copy of the Cover page & Title page of the project report are given in **Appendix 1**.
- 6.2 **Bonafide Certificate** – The Bonafide Certificate shall be in One and a half line spacing using Font Style ‘Times New Roman’ and Font Size 13, as per the format in **Appendix 2**.
- 6.3 **Declaration** - Declaration to be given for the work done by the student as per the format in **Appendix 3**.
- 6.4 **Acknowledgement** – It should be brief and should not exceed one page when typed one and a half spacing.
- 6.5 **Table of Contents** – The table of contents should list all material following it as well as any material which precedes it. The title page, Bonafide Certificate and Declaration will not find a place among the items listed in the Table of Contents: The page numbers for the abstract, list of tables, list of figures and list of symbols should be 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 4**.
- 6.6 **Abstract** – Abstract should be one page synopsis of the project report typed One and a half line spacing, Font Style Times New Roman and Font Size 13.
- 6.7 **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.
- 6.8 **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.
- 6.9 **List of Symbols, Abbreviations and Nomenclature** – One and a half spacing should be adopted for typing the matter under this head. Standard symbols, abbreviations etc. should be used.
- 6.10 **Chapters** – The chapters may be broadly divided into 3 parts (i) Introductory chapter, (ii) Chapters developing the main theme of the project work (iii) Conclusion and (iv) Scope for the 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.

6.11 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.

6.12 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.

The page Nos. for the abstract, list of table, list of figures and list of symbols should be in lower case roman letters.

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

REFERENCES

1. Venkatraj, S. and rajan, S. (1994) ‘Transport Properties of Sm Sel – X Asx’, Pramana – Journal of Physics Vol.42, No.1, pp.421-425.
2. Barnard, R.W. and Klogg, C. (1980) ‘Applications of Convolution Operators to Problems in Univalent Function Theory’, Michigan Mach, J., Vol.27, pp.81–94.
3. Leo, G.K. and Mike, N.D. (1984) ‘Closed Loop Minimum Time Control of Mechanical Manipulations and its Applications’, Proc.Amer.Contr.Conf., San Diego, CA, pp. 1231-1236.

6.12.1 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.

7 TYPING INSTRUCTIONS:

7.1 General

This section includes additional information for final typing of the project report. Some information given earlier under 'Manuscript preparation' shall also be referred.

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

“The font and size : ‘**12 point TimesNewRoman**’ with bold letters wherever necessary shall be used to have uniformity of the project report”.

A sub-heading at the bottom of a page must have atleast two full lines below it or else it should be carried over to the next page.

The last word of any page should not be split using a hyphen.

One and a half spacing should be used for typing the general text.

Single spacing should be used for typing:

- (i) Long Tables
- (ii) Long quotations
- (iii) Foot notes
- (iv) Multiline captions
- (v) References

All quotations exceeding one line should be typed in an indented space – the indentation being 15mm from either margins.

One and a half spacing should be used for typing the Bonafide Certificate and Acknowledgement.

7.2. Chapters

The format for typing chapter headings, divisions headings and sub division headings are explained through the following illustrative examples.

Chapter heading : CHAPTER 1

Division heading INTRODUCTION

Division heading : 1.1 OUTLINE OF PROJECT REPORT

Sub-division heading : 1.1.2. Literature review.

The word CHAPTER without punctuation should be centered 50mm down from the top of the page. Two spaces below, the title of the chapter should be typed centrally in capital letters. The text should commence 4 spaces below this title, the first letter of the text starting 20mm, inside from the left hand margin.

The division and sub-division captions along with their numberings should be left-justified. The typed material directly below division or sub-division heading should commence 2 spaces below it and should be offset 20mm from the left hand margin. Within a division or sub-division, paragraphs are permitted. Even paragraph should commence 3 spaces below the last line of the preceding paragraph, the first letter in the paragraph being offset from the left hand margin by 20mm.

8. NUMBERING INSTRUCTIONS

8.1. Page Numbering

All pages numbers (whether it is in Roman or Arabic numbers) should be typed without punctuation on the upper right hand corner 20mm from top with the last digit in line with the right hand margin. The preliminary pages of the project report (such as Title page, Acknowledgement, Table of Contents etc.) should be numbered in lower case Roman numerals. The title page will be numbered as (i) but this should not be typed. The page immediately following the title page shall be numbered (ii) and it should appear at the top right hand corner as already specified. Pages of main text, starting with Chapter 1 should be consecutively numbered using Arabic numerals.

8.2 Numbering of Chapters, Divisions and Sub-Divisions

The numbering of chapters, divisions and sub-divisions should be done, using Arabic numerals only and further decimal notation should be used for numbering the divisions and sub-divisions within a chapter. For example, sub-division 4 under division 3 belonging to chapter 2 should be numbered as 2.3.4. The caption for the sub-division should immediately follow the number assigned to it.

Every chapter beginning with the first chapter should be serially numbered using Arabic numerals. Appendices included should also be numbered in an identical manner starting with Appendix 1.

8.3 Numbering of Tables and Figures

Tables and Figures appearing anywhere in the project report should bear appropriate numbers. The rule for assigning such numbers is illustrated through an example. Thus if a figure in Chapter 3, happens to be the fourth then assign 3.4 to that figure. Identical rules apply for tables except that the word Figures is replaced by the word Table. If figures (or tables) appear in appendices then figure 3 in Appendix 2 will be designated as Figure A 2.3. If a table to be continued into the next page this may be done, but no line should be drawn underneath an unfinished table. The top line of the table continued into the next page should, for example read Table 2.1 (continued) placed centrally and underlined.

8.4 Numbering of Equations

Equations appearing in each Chapter or Appendix should be numbered serially, the numbering commencing a fresh for each Chapter or Appendix. Thus for example, an equation appearing in Chapter 2, if it happens to be the eighth equation in that Chapter should be numbered (2.8) thus:

$$\frac{C(s)}{R(s)} = \frac{G_1 G_2}{1 + G_1 G_2 H} \quad (2.8)$$

While referring to this equation in the body of the project report it should be referred to as Equation (2.8).

9. BINDING SPECIFICATIONS

Project report submitted for M.E./M.Tech./MCA/ M.Sc./MBA should be bound using flexible cover of thick white art paper. The spine for the bound volume should be of black Calico of 20mm width. The cover should be printed in black letters and the text for printing should be identical to what has been prescribed for the title page.

* * * * *

Anna
University
Emblem

APPENDIX 1
(A typical Specimen of Cover Page & Title Page)

College
Emblem

TITLE OF PROJECT REPORT

<1.5 line spacing>

PROJECT REPORT

Submitted by

<Italic>

NAME OF THE CANDIDATE(S)

Register No:

in partial fulfillment for the award of the degree

of

<1.5 line spacing><Italic>

M.E/M.Tech/M.C.A/M.Sc

IN

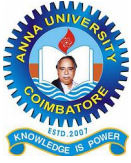
Name of the Department

Name of the Institution

<1.5 line spacing>

MONTH & YEAR

SPECIMEN



**PERFORMANCE ASPECTS CONSIDERATIONS OF A
CLASS OF ARTIFICIAL NEURAL NETWORK**

College
Emblem

PROJECT REPORT

Submitted by

T.S.DEEPA

Register No: 071011100014

in partial fulfillment for the award of the degree

of

MASTER OF ENGINEERING

in

STRUCTURAL ENGINEERING

COLLEGE OF TECHNOLOGY

COIMBATORE - 641 001.

JANUARY 2009

APPENDIX 2

(A typical specimen of Bonafide Certificate)

Name of the Institution

Name of the Department

PROJECT WORK

PHASE II

JANUARY 2009

This is to certify that the project entitled

TITLE OF PROJECT REPORT

is the bonafide record of project work done by

NAME OF THE CANDIDATE

Register No :

of _____(M.E./M.Tech/MCA/M.Sc./MBA) during the year 2009-2010.

Project Guide

Head of the Department

Submitted for the Project Viva-Voce examination held on _____

Internal Examiner

External Examiner

COLLEGE OF TECHNOLOGY

COIMBATORE -641 001

Department of Civil Engineering

PROJECT WORK

PHASE II

JANUARY 2009

This is to certify that the project entitled

**STABILITY CONSTRAINS OF LATTICE STRUCTURE DURING THE
DISASTERS**

is the bonafide record of project work done by

T.S.DEEPA

Register No: 071011100014

of M.E. (Structural Engineering) during the year 2009-2010.

Project Guide

Head of the Department

Submitted for the Project Viva-Voce examination held on _____

Internal Examiner

External Examiner

APPENDIX 3

DECLARATION

I affirm that the project work titled..... being submitted in partial fulfillment for the award of (M.E/M.Tech/MCA/MBA/M.Sc.) is the original work carried out by me. It has not formed the part of any other project work submitted for award of any degree or diploma, either in this or any other University.

(Signature of the Candidate)

Name of the Candidate

Register Number

I certify that the declaration made above by the candidate is true

Signature of the Guide,

With Name & Designation

APPENDIX 4

(A typical specimen of table of contents)

CHAPTER NO.	TITLE	PAGE NO.
	List of Tables	
	List of Figures	
	List of Abbreviations	
1	Introduction	
	1.1.1 Company Profile	
	1.1.2 Objective	
2	System Analysis	
	2.1 Existing System	
	2.1.1 Drawbacks	
	2.2 Proposed System	
	2.3 Feasibility Study	
	2.3.1 Economical Feasibility	
	2.3.2 Operational Feasibility	
	2.3.3 Technical Feasibility	
3	System Specification	
	3.1 Hardware Requirements	
	3.2 Software Requirements	
4	Software Description	
	4.1 Front End	
	4.2 Features	
5	Project Description	
	5.1 Problem Definition	
	5.2 Overview of the Project	
	5.3 Module Description	
	5.3.1 Modules	
	5.4 Data Flow Diagram	
	5.5 E-R Diagram	
	5.6 Database Design	
	5.6.1 Table 1	
	5.6.2 Table 2	
	5.7 Input Design	
	5.8 Output Design	
6	System Testing	
	6.1 Unit Testing	
	6.2 Acceptance Testing	
	6.3 Test Cases	

7	System Implementation
8	Conclusion & Future Enhancements
	8.1 Conclusion
	8.2 Future Enhancements
9	Appendix
	9.1 Source Code
	9.2 Screen Shots
10	References