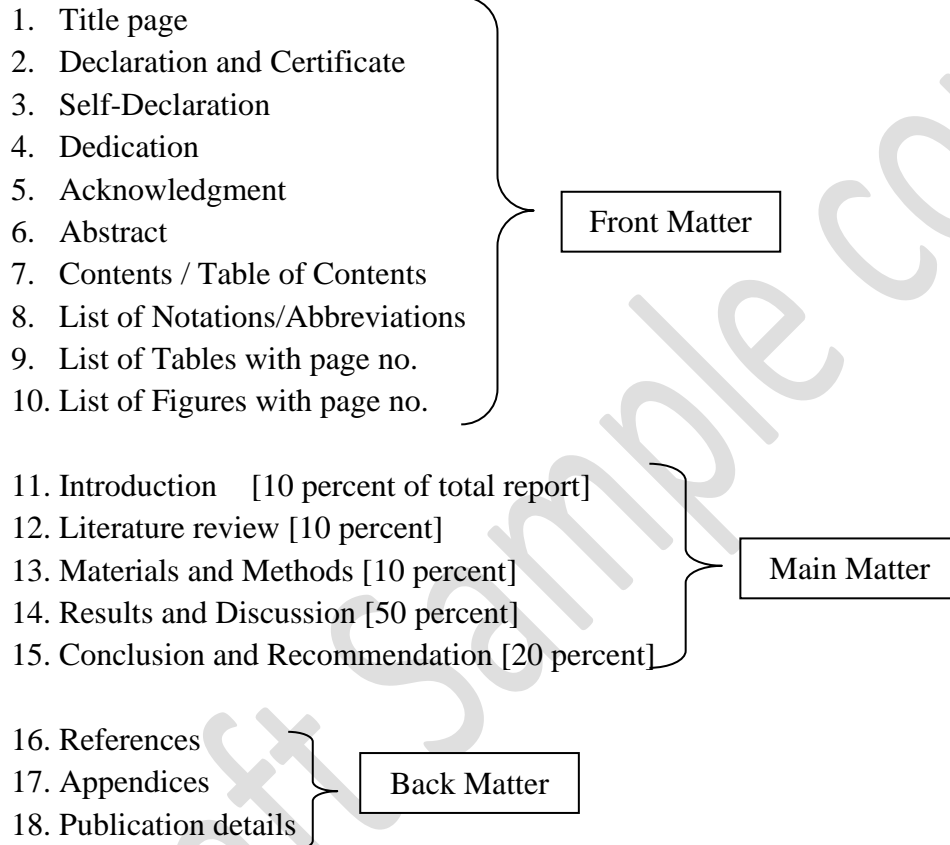




The National Institute of Engineering
Mananthavady Road, Mysuru – 5700 08

GUIDELINES FOR THE PREPARATION OF REPORTS (UG/PG Students)

Structure of Project Report



- Reports should be typed neatly on both sides (if number of pages exceeds 10) of the **A4** size paper (**210x297mm**) with **1.5** spacing; font style: **Times New Roman**.
- All the chapter numbers must be left justified, **font size 16, Caps, Bold**.
- The title of chapter should be centered, **font size 16, Caps, Bold**.
- Subsections and its headings: **font size 14, Title case Bold**
- The body or the text of the report should have **font size 12**.
- Header and footer is up to the students to use based on the advise of the faculty
- Title of the Figures should be indicated below the figure and numbered chapter wise

For example, a figure in chapter 1 should be indicated as:

Fig 1.1 Block diagram of man machine chart

(**Bold**)

(**Bold**)

- Title of the Table should be indicated above the table and numbered chapter wise

For example, a table in chapter 1 should be indicated as:

Table 1.1 Measured values of cutting forces

(Bold) (Bold)

- The margins should be: **Left – 1.25”, Right – 1”, Top and Bottom 0.75”**.
- The chapters, sections and subsections may be numbered in the decimal form; for example sections of Chapter 1 should be named as **1.1, 1.2** etc., and subsections as **1.1.1** etc.

Project report should be hardbound

The different chapters in a project report could be broadly be under the following headings

ABSTRACT should include:

- Background (Context, Objective) = 1–2 Sentences
- Methods (Methodology) = 2–3 Sentences
- Results = <10 Sentences
- Conclusion = 1-2 sentence

CHAPTER 1. INTRODUCTION AND LITERATURE SURVEY

Context building, Literature Survey (Consists of related works as published in refereed National and International Journals, National and International Conference proceedings, Text Books, Hand books etc., presented in a logical way)

Introduction and literature review can be merged. Introduction should be about 5 pages (maximum). ***Introduction should say the following:***

- Background
 - Currently- Accepted General Statements
 - Available Supporting Data
- Gap

Literature review should include the following:

- Theoretical review/Conceptual Framework
 - Review the empirical and theoretical literature relevant to the problem being investigated
 - Indicate what has been done by other researchers including the methodologies used and identify gaps
 - The hypothesized variables should be subheadings of the literature review to form a framework that would help in analysis

- Conceptual framework should demonstrate an understanding of what variable influences what
- Use standard method of citation. Consistency is important in citation.
- Critique of the existing literature relevant to the study.
- Summary of literature (in points). Last point in summary of literature should say about research gaps
- Objectives and scope of the thesis
 - Generally, a single clear objective shall be defined; all relevant activities to be carried out to meet the said objective can be listed in scope. This implies that the objective of the project is a single statement, while scope can have few statements.
- Organization of the thesis

CHAPTER 2. MATERIALS AND METHODS

For materials

- Specify the apparatuses, including the manufacturers' names and addresses
- Identify all chemicals and supplies used
- Describe the salient characteristics of all experimental subjects and tell exactly how the subjects were found or chosen, including the eligibility requirements, the criteria for exclusion, and the nature of the source population from which they were drawn.

For methods

- Explain the overall design of your research program; add a flow chart suggesting the same.
- Fully describe all the operations and procedures in sufficient detail to allow other workers to repeat them and to reproduce your results
- Cite references for all previously documented methods, including any statistical methods
- Give complete recipes for any new or modified techniques
- Explain the procedures used to analyze your data

CHAPTER 3. RESULTS AND DISCUSSIONS

A detailed presentation of the findings of the study, with supporting data in the form of tables and charts and characteristic curves together with a validation of results

- Style of presentation – presentation of raw data followed by discussion
- Table titles should be at the top of the tables, Tables copied from elsewhere should have source below them
- Figure titles should be at the bottom of the figures

CHAPTER 4. CONCLUSIONS

The **last chapter** should contain

- Introduction-A brief on the chapter
- Summary- This is an extended abstract

- Conclusions- Must be derived from the summary
- Recommendations- Should come from the conclusions

REFERENCE:

The references should be numbered serially in the order of their occurrence in the text and their numbers should be indicated as shown below. The section on references should list them in serial order in the following format.

1. *For books and pamphlets, the order may be as under:*

- 1) Name of author, last name first
 - 2) Title, in italics / double quotes
 - 3) Publisher, Place and date of publication
- Hendry, A.W., “Structural masonry”, 2nd edition, Macmillan, London, 1998.
 - Kothari, C.R., *Quantitative Techniques*, Vikas Publishing House Pvt. Ltd., New Delhi, 1978.

2. *For code books:*

- IS 2250 – 1981 (Reaffirmed 2000), “Code of practice for preparation and use of masonry mortars”, Bureau of Indian Standards, New Delhi, India.
- IS 3495 – 1992 (Reaffirmed 2002), “Methods of tests of burnt building bricks – Part I: Determination of compressive strength”, Bureau of Indian Standards, New Delhi, India.
- ASTM C67 – 1994, "Standard test methods of sampling and testing brick and structural clay tile", American Society for Testing and Materials.

3. *For book chapters (When book has been written by many authors)*

- Gourav, K. and Ullas, S. N., “Characteristics of Flowable Stabilised Earth Concrete”. In: Reddy B., Mani M., Walker P. (eds) *Earthen Dwellings and Structures*. Springer Transactions in Civil and Environmental Engineering. Springer, Singapore, 2019.

4. *For thesis (PhD or Master’s)*

- Gourav, K., “Studies on compacted stabilized fly ash mixtures and fly ash bricks for masonry”. M. Sc. (Engg) thesis, Department of Civil Engineering, Indian Institute of Science, Bangalore, India, 2009.

5. *For journals, magazines and newspapers the order may be as under:*

- 1) Name of the author
 - 2) Title of article.
 - 3) Name of journal
 - 4) The volume and number
 - 5) The date of the issue
 - 6) The page numbers
- Venkatarama Reddy, B. V. and Gourav, K., “Strength of lime-fly ash compacts using different curing techniques and gypsum like additive”, *Materials and Structures (RILEM)*, Vol. 44, No. 10, December 2011, pp. 1793 – 1808.
 - Yang, J., Liu, W., Zhang, L. and Xiao, B., “Preparation of load-bearing building

materials from autoclaved phosphogypsum”, Construction and Building Materials, Vol. 23, No. 2, 2009, pp. 687 – 693.

6. For conference presentation:

- Gourav, K., Balaji, N. C., Venkatarama Reddy, B. V. and Mani, M., "Studies into structural and thermal properties of building envelope materials". CISBAT 2017 - International Conference at EPFL, September 6 - 8, 2017, Lausanne, SWITZERLAND.

7. For reports from website:

- Ministry of Power, Government of India, 2014
http://powermin.nic.in/JSP_SERVLETS/internal.jsp, accessed on 16 December, 2014.

8. For software:

- ATENA, “3D Nonlinear analysis software”. Cervenka Consulting (<http://www.cervenka.cz>.) Predvoje 22, 162 00 Praha 6, Czech Republic, 2006.

APPENDICES should include:

Questionnaires

Sample information

Mathematical derivations and the like ones

Bulk of data in table form

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 ofis submitted in partial fulfillment for the award of Master of Technology in of the Visveswaraiah Technological University, Belagavi 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/ dissertation 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.

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 ofis submitted in partial fulfillment for the award of Master of Technology in of the Visveswaraiiah Technological University, Belagavi during the yearIt is certified that, he/she has completed the project satisfactorily

Name & Signature of the Guide

Name & Signature of the Head of organization

Note:

1. This certificate has to be submitted in the letterhead of the Industry/ Organization in which the student is carrying out the project.
2. The contents of the certificate may change from one Industry/ Organization to other; the above can be an indicator only.

General contents in various reports that UG/ PG students are submitting

Industrial Training / Internship

- **Both presentation and report shall be prepared based on the following**
 - Introduction / context building
 - A Profile of the company
 - Details of training undergone
 - Learning's from the training
 - Concluding remarks
 - Summary of the training undergone by fellow students
 - References

A certificate by the company where the student has undergone training shall be a part of the report

Seminar

- **Both presentation and report shall be prepared based on the following**
 - Detailed Introduction / context building
 - Exhaustive literature survey
 - Summary of the literature survey
 - Concluding remarks
 - A summary of the seminar topics presented by fellow students
 - References

Project work Phase-I Mid-term evaluation

- No need to submit any report
- Presentation can be based on identifying the project, literature review and defining the objectives and scope of the project

Project work Phase-II Final evaluation

- **Both presentation and report shall be prepared based on the following**
 - Introduction / context building
 - Exhaust Literature survey followed by summary
 - Problem identification followed by defining the objective and scope of the work
 - Materials and methods
 - Methodology
 - Expected outcome
 - References

Important Note: Generally, a single clear objective is to be defined and any other work which needs to be carried-out in order to meet the said objective shall be presented in the form of scope: This means objective consists of only one statement where as scope can have few statements.

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

Additional inputs in preparing any report

- Both PPT and report shall be written only in passive voice; usage of Active voice is not allowed; this means, don't use 'I' and 'We' words in the presentation as well as in the report.

For example -

Example 1:

“We carried out experiments to characterize the mechanical properties of composites”

This is not the correct usage of the statement. In the report, it has to be written as

“Experiments are/were carried out to characterize the mechanical properties of composites”

Example 2:

“Measure the dimensions of the specimen and fix it in its position”

correct usage of the above statement in the report is

“Dimensions of the specimen are measured and the same is fixed in its position”

- All figures and tables should be referred to in the running text.

Effective technical presentation in seminars/workshops/symposiums

- **Choose a large, readable font** [at least 18 point in Ariel/Times New Roman]; **avoid using fancy text fonts** or cursive text.
- Use bold text, **underlining, or different-colored text to highlight elements** of your speech that you want to emphasize. Don't overdo it, though. Only highlight the most important elements of your presentation.

Draft Sample Copy