

# **PAAVAI ENGINEERING COLLEGE , NAMAKKAL – 637018**

## **B.E./B.TECH. / M.E./M.B.A./M.C.A. PROGRAMME(S)**

### **FORMAT FOR PREPARATION OF PROJECT REPORT**

#### **1. ARRANGEMENT OF CONTENTS:**

The project report should be sequenced, arranged and bound as follows:

1. Cover Page & Title Page
2. Bonafide Certificate
3. Abstract
4. Declaration by the candidates
5. Acknowledgements
6. Table of Contents
7. List of Tables
8. List of Figures
9. List of Symbols, Abbreviations and Nomenclature
10. Chapters
11. Appendices
12. References
13. Contribution to Sustainable Development Goals
14. Mapping with POs/PSOs
15. List of Publications

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 soft bounded using 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 Bonafide Certificate** – The Bonafide Certificate shall be in double line spacing using Font Style Times New Roman and Font Size 14, as per the format in

## **Appendix 2.**

The certificate shall carry the supervisor's signature and shall be followed by the supervisor's name, academic designation (not any other responsibilities of administrative nature), department and full address of the institution where the supervisor has guided the student. The term '**SUPERVISOR**' must be typed in capital letters between the supervisor's name and academic designation. **The name of all the candidates of the project group should be mentioned in the project report.**

- 3.3 Abstract** – Abstract should be one-page synopsis of the project report typed in double line spacing, Font Style Times New Roman and Font Size 14.
- 3.4 Table of Contents** – The table of contents should list all the chapters, headings and sub headings and the contents listed in Sl.No. 1. The Title Page and Bonafide 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 3.**
- 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. **Table**, is meant tabulated numerical data in the body of the project report as well as in the appendices.
- 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. 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.**
- 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.
- 3.8 Chapters** – The chapters may be broadly divided into 5 parts or limited to 7 chapters (i) Introductory chapter, (ii) Literature Survey, (iii) Existing Scenarios / methods/Background for the project, (iv) Main theme of the project work, (v) Hardware / software implementation, (vi) Results and Discussions and

Applications and (vii) Conclusion.

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.
- ❖ Foot notes 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.

**3.9 Appendices** – Appendices are provided to give supplementary information.

- 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 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.

**3.10 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.

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.

**4. TYPING INSTRUCTIONS:**

The impression on the typed copies should be black in colour. **One and a half 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 14.**

AU  
Logo

PEC  
Logo

**APPENDIX 1**

(A typical Specimen of Cover Page & Title Page)  
<Font Style Times New Roman – Bold>

**TITLE OF PROJECT REPORT**

<Font Size 18><1.5 line spacing>

**A PROJECT REPORT**

<Font Size 14>

*Submitted by*

<Font Size 14><Italic>

**NAME OF THE CANDIDATE 1<Register Number>**

**NAME OF THE CANDIDATE 2<Register Number>**

**NAME OF THE CANDIDATE 3 <Register Number>**

**NAME OF THE CANDIDATE 4<Register Number>**

<Font Size 16>

*in partial fulfillment for the award of the degree*

*of*

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

**NAME OF THE DEGREE**

<Font Size 16>

**IN**

**BRANCH OF STUDY**

<Font Size 14>

**PAAVAI ENGINEERING COLLEGE, NAMAKKAL**

<Font Size 14>

**ANNA UNIVERSITY :: CHENNAI 600 025**

<Font Size 16><1.5 line spacing>

**MONTH & YEAR**

<Font Size 14>

**APPENDIX 2**

(A typical specimen of Bonafide Certificate)  
<Font Style Times New Roman>

**PAAVAI ENGINEERING COLLEGE, NAMAKKAL**

<Font Style Times New Roman – size -18>  
(AUTONOMOUS) <Font Style Times New Roman – size -12>  
Address <Font Style Times New Roman – size -12>

**BONAFIDE CERTIFICATE**

<Font Style Times New Roman – size -16>  
  
<Font Style Times New Roman – size -14>

Certified that this project report “.....TITLE OF THE PROJECT.....”

is the bonafide work of “

**NAME OF THE CANDIDATE 1<Register Number>**  
**NAME OF THE CANDIDATE 2<Register Number>**  
**NAME OF THE CANDIDATE 3 <Register Number>**  
**NAME OF THE CANDIDATE 4<Register Number>**

who carried out the project work under my supervision.

<<Signature of the Head of the Department>>  
**SIGNATURE**

<<Name>>  
**HEAD OF THE DEPARTMENT**

<<Department>>

<<Full address of the Dept & College >>

<<Signature of the Supervisor>>  
**SIGNATURE**

<<Name>>  
**SUPERVISOR**

<<Academic Designation>>

<<Department>>

<<Full address of the Dept & College >>

Submitted for End Semester Examination held on \_\_\_\_\_

**INTERNAL EXAMINER**

**EXTERNAL EXAMINER**

**APPENDIX 3**  
(A typical specimen of table of contents)  
<Font Style Times New Roman>

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