A PROJECT REPORT

ON

"*TITLE OF PROJECT*"
<Times new roman, 12pt, bold>

SUBMITTED IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE AWARD OF

DIPLOMA IN
Name of Course
<Times new roman, 14pt, Bold>

SUBMITTED TO
HARYANA STATE BOARD OF TECHNICAL EDUCATION, HARYANA
PANCHKULA

SUBMITTED BY

	Name of Student(s) (Full Name)	**Enrollment No.**
1	<Times new roman, 12pt>	<Times new roman, 12pt>
2		
3		
4		

GUIDED BY
Full name of Guide
<Times new roman, 14pt>

GOVT. POLYTECHNIC, AMBALA CITY

ACADEMIC YEAR
<Times new roman 11pt, Bold>

GOVT. POLYTECHNIC, AMBALA CITY

CERTIFICATE

*This is to certify that the project report entitled "*Name of project*" was successfully completed by student(s) of *name of semester* semester,

       1) *name of student(s), roll nos*
       2) ……………..
       3) ……………..
       4) ……………..

in partial fulfillment of the requirements for the award of the Diploma in ***Name of the Department*** <Times new roman, bold, 14pt> from the Department of ***Name of the Department*** <Times new roman, bold, 14pt> at Govt. Polytechnic, Ambala City.

Name of Guide
  Designation

                                                                             Name of HOD
                                                  Head of Department

Name of external examiner
External Examiner
                                                        Name of Principal
                                                                Principal

*<Times new roman, 14pt>

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ACKNOWLEDGMENT

This project is done as a minor/major project titled **"NAME OF TITLE".** **<Times new roman 14pt, Bold >** , a part o f course **"NAME OF COURSE".** **<Times new roman 14pt, Bold >**

We are really thankful to the HOD **name of hod**, **name of department <Times new roman 14pt, Bold>** and my guide *name of guide and designation,* Govt. Polytechnic, Ambala City, for their invaluable guidance and assistance, without which the accomplishment of the task would have never been possible.

We also thank **Name of the organisation where work is done, <Times new roman 14pt, Bold>** for giving us this opportunity to explore the real world and complete my project work in limited time frame.

We are also thankful to our parents, friends and all staff of **Name of Department**, **<Times new roman 14pt, Bold>** for providing us relevant information, necessary clarifications, and great support.

*<Times new roman, 14pt>

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ABSTRACT

An abstract is a summary of your project work highlighting the purpose, importance and results of your project in not more than 150 words .

*<Times New Roman, 12 pt>

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TABLE OF CONTENTS

** The italics type word format is used for the content which has to filled by the student according to their data.

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PROJECT REPORT GUIDELINES

1. SEQUENCE OF PROJECT REPORT DOCUMENT:

The sequence in which the project report material to be arranged and bound should be as follows:
1. Title Page
2. Certificate
3. Acknowledgement
4. Abstract
5. Table of Contents
6. List of figures
7. List of tables
8. List of Symbols, Abbreviations and Nomenclatures
9. Training certificate
10. Chapters
11. Bibliography/References
12. Appendices

The tables and figures shall be introduced in the appropriate places in each chapter. Spelling to be British English.

2. PAGE DIMENSION AND BINDING SPECIFICATIONS:
The project report should be in A4 size, should be bound using Hard cover of thick paper with Black color. The cover should be printed in Golden letters.

3. FORMAT FOR THE REPORT DOCUMENT:
Cover Page & Title Page – A specimen copy of the Cover page and Title page of the project report is given above.

Certificate – A Certificate is to be attached wherever the student has undertaken the project work in an external Institution / Organization.

Abstract – Abstract / Synopsis should be preferably of one page, typed with one and a half spacing, Font Style – Times News Roman and Font size – 12

Table of Contents – The table of contents should list all material following it, as well as any material, which precedes it. One and a half spacing should be adopted for typing the matter under this head.

Figures, Tables and Equations -

Below each figure, the figure number must be typed in bold with Times New Roman font and font size 12.

Figure number is of three fields. In the first field, fig should be typed, second field indicates the chapter number and third field indicates the article number.

Eg:- 1. fig (3.2) represents third chapter, second article
     2. Table[3.2] represents third chapter, second article

Equations- Standard mathematical symbols should be used and each equation used should be sequentially numbered in the same format as Fig/Table number. Equation number should be enclosed using small bracket.

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 and arranged in alphabetical order, caps followed by small case, followed by Greek letters.

Chapters – Each chapters may be arranged sequentially in three parts, viz.,
(i) Introductory chapter (ii) Chapters developing the main theme of the project work
(iii) and Conclusions.

Appendices –Appendices should be numbered using Arabic numerals, e.g. Appendix 1, Appendix 2, etc

List of references/bibliography – The listing of reference should be typed 4 spaces below the heading "REFERENCES / BIBLOGRAPHY" in the order in which the reference / bibliography appears in the text, single spacing left – justified.
A typical illustrative list given below:

BIBLIOGRAPHY:

1.
2.
3.

Number of pages and Number of Copies- Maximum number of pages of the
report shall be around 80 pages and minimum shall be around 50 pages.
The number of copies of the project report to be made = A + B
A = No. of students in Group
B = 1 (Department/Guide Copy)
C = Project Report CD (Department copy)

The report should not include the main code sheets/complete project circuit
diagrams
However these details (code sheet and main circuit diagram) should be submitted in
CD/DVD formats

4   TYPING INSTRUCTIONS:
The impression on the typed copies should be black in colour.
   Paper: A4
   Margins – left 3 cm, right 2.54 cm, top 3.5 cm and bottom 3 cm, with justification
   Font: Times New Roman
   Font Size for body text: 12
   Line spacing: 1.5
   Chapter Title Font size: 16(All Caps)
   Sub title font size: 14
   Header and Footer:
   Top Left- Chapter Name
   Top Right- Month & Year
   Bottom Left- Branch of Study, Govt. Polytechnic, Ambala City
   Bottom Right- Page No.
   All graphs/diagrams and its axis names, legends should be legible.