

<Black Cover with Golden Letters <Outer cover page>>

**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**

<Times new roman 14pt, Bold>

**NAME OF THE DEPARTMENT**

<Times new roman 12pt 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 14pt>

<Times new roman 14pt>

2.

3.

4.

**GUIDED BY**

<Full name of Guide>

<Times new roman 14pt>



**GOVT. POLYTECHNIC, AMBALA CITY**

<Times new roman 14pt, Bold, >

**ACADEMIC YEAR**

<Times new roman 11pt, Bold>



**GOVT. POLYTECHNIC AMBALA CITY**

<Arial 14pt ,bold>

***CERTIFICATE***

<24pt., 1.5 line spacing, Monotype corsiva,  
Bold>

**This is to Certify that the project report entitled “.....”Was  
successfully completed by Student of sixth semester Diploma in ..... engineering.**

- 1) .....
- 2) .....
- 3) .....
- 4) .....

**in partial fulfillment of the requirements for the award of the Diploma in <Name of the  
Department> and submitted to the Department of <Name of the Department> of Govt.  
Polytechnic, Ambala City work carried out during a period for the academic year  
.....as per curriculum . <Times new roman14pt>**

\*Name of Guide

\*Name of HOD

HOD

\*External Examiner

\*Principal

\*<Times new roman,14pt>

## *ACKNOWLEDGMENT* <Monotype corsiva, 20 pt>

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This project is done as a semester project, as a part course titled  
“NAME OF TITLE” <Times new roman 14pt, Bold >

We are really thankful to our course the Principal ..... and the  
**HOD** <----->, **Name of Department**, Govt. Polytechnic  
Ambala City, Ambala <Times new roman 14pt ,Bold> for his invaluable  
guidance and assistance, without which the accomplishment of the  
task would have never been possible.

We also thank ..... for giving this opportunity to explore into  
the real world and realize the interrelation without which a Project  
can never progress. In our present project we have chosen the  
topic- “NAME OF THE TOPIC” <Times new roman 14 pt , Bold >.

We are also thankful to parents, friend and all staff of **Name of  
Department**, <Times new roman 14pt, Bold> for providing us relevant  
information and necessary clarifications, and great support. <Times new  
roman14pt>

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# GOVT. POLYTECHNIC AMBALACITY

<Arial ,14 pt bold>

## 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. Certificate of sponsorship (only if the project has been sponsored by Industry)
4. Acknowledgement
5. Abstract
6. Table of Contents
7. List of figures
8. List of tables
9. List of Symbols, Abbreviations and Nomenclatures
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 in Annexure 1.

**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. 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 these shall be in lower case Roman letters. One and a half spacing should be adopted for typing the matter under this head.

### **Figures, Tables, Equations and Cross references-**

The word 'table', means the tabulated numerical data in the body of the project report as well 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 named as figures.

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.

**Cross reference** number should be enclosed in square bracket.

**3.7 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.

**3.8 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.

Each chapter on main theme of the project may be divided into several divisions and sub-divisions with proper numbering.

- ✓ Each chapter should be given an appropriate title.
- ✓ Tables and figures in a chapter should be numbered serially and placed preferably in the same page containing the description..
- ✓ Footnotes should be used sparingly. They should be typed in single space, font size – 10 and in italics and placed directly in the bottom of the page just above main footer information.

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

**3.10 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.

**3.11 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)

**3.12** 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 4 cm, right 3 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.

## Quality of Students Projects and Report Writing

### A. Identification of projects and allocation methodology

- The students' projects will be selected in line with department mission, vision and PSOs.
- Department will Constitute a Departmental Project Committee including all staff members.
- Students will be provided with brief idea of various fields for selecting the project ideas.
- The faculty will encourage the students to carry out in house projects and support will provided with all necessary software and hardware.
- The faculty will encourage students to participate in project exhibitions. The project exhibition is aimed to provide common platform to exhibit their innovations and their work towards excellence in latest technology.

### B. Types and relevance of the projects and their contribution towards attainment of POs and PSOs

#### Project List

Sr. No.	Name of Project	Roll Nos	In charge of Project	Relevance to POs/PSOs
1				
2				
3				



## **A. Process for monitoring and evaluation**

Evaluation scheme for Projects

### **Phase – 1**

<b>S. No.</b>	<b>Performance Indicator</b>
1	Literature Survey/Phase 1 report
2	Presentation
3	Questions and Answer

### **Phase – 2**

<b>S. No.</b>	<b>Performance Indicator</b>
1	Methodology Phase 2 report
2	Presentation
3	Questions and Answer

### **Phase – 3**

<b>S. No.</b>	<b>Performance Indicator</b>
1	Final report
2	Demo with presentation
3	Questions and Answer

### **Implementation**

A project coordinator will be appointed by the Head of the department who is responsible for planning, scheduling and execution of all the activities related to the student project work.

Timeline	Task	Particular
1st Week	Guide allotment	Guide will be allotted based on areas of interest.
4th Week	First Review	Students are instructed to submit requirement specification and give a PowerPoint presentation for the project. (Evaluation phase I by a team of faculty)
8th Week	Second Review	Students are instructed to submit Design document of the project and give a PowerPoint presentation for the project. (Evaluation ) II by a team of faculty)
14th Week	Project internal marks announcement	The marks for the project work is announced

### 1. Process to assess individual and team performance

Projects will be continuously monitored by Project coordinator for assessing individual and team performance on the basis of following points:

- Timely submission of project title/presentation/layout/fabrication/ integration.
- Commitment to team work towards accomplishment of the project.
- Technical knowledge of the topic
- Initiatives taken.
- Presentation of the project

As per the curriculum, projects are finally assessed by external examiner.

### 2. Quality of deliverable, working prototypes

Students will be encouraged to prepare working projects serving to the demand of industry/ society. Quality of the final project is evaluated on the basis of following parameters

- The detailed design of the Project.
- Timeline followed in preparing the project.
- Economically viability of the project
- Quality of the project report. The report may include:
  - Introduction: It gives brief summary about the project.
  - Circuit layout: It includes circuit design & diagram details.
  - Components Description & Specifications: It includes detailed description of components to be used in the project and their specifications.

- Operating Principle: The basic principle on which the device works and the detailed working about it.
- Advantages of the project.
- Applications and demand of the project.
- Future development scope of the project.
- Cost calculations of the project.
- Conclusion

