

## **GUIDELINES FOR PREPARING THE PROJECT REPORT FOR IV/IV B.Tech II Semester**

- The project report should be submitted in **A4** size. Number of copies to be *submitted: Three* (One for Library, One for Internal Guide, one for department)+**individual copy of batch members**. The certificate should consists of names and roll numbers of all batch members

### **Paper, Typing, Format:**

- Bond paper (**A4 size**) should be used for the preparation of the project report. Typing should be done on one side of the paper with character font in **size 12**  
**main headings** font in **size 14 –Capital Bold**  
**Side headings** font in **size 12 –Capital Bold**  
**Sub headings** font in **size 12 – bold-first letter only Capital remaining small letters** .All font should be in **Bookman old style**.
- The lay-out should provide **1 ½ inch** on the left side, **1 inch** on top and bottom **1 inch** on the right side.
- Fresh paragraph should commence after **five spaces**. **One and half line** spacing shall be provided through the report.
- The page numbers should be indicated at bottom-middle of the each page.
- Should not underline the heading/subheadings and should not put colons ( : ) in headings or subheadings

### **Binding**

- The dissertation shall be properly bound, using Rexene of **sky blue colour** .The bound front cover should indicate in **black** embossed letter the following:  
(See the sample format of front bound cover in page **4** )
- **Two blank papers** should be provided at the beginnig and at the end.

### **Third Page**

- The third page should contain the format  
(See the sample format in page **5**)

### **Fourth Page**

- The fourth page should contain a certificate signed by the guide(s) in the following format.  
(See the sample format in page **6**)

### **Fifth Page**

The fifth page may include the Certificate given by Organization or Company where you have done your project. College certificate should precede this certificate.

### **Sixth Page**

The sixth page may include the Acknowledgement

### **Seventh Page**

- The seventh page should contain an abstract of the Project report. The candidate may emphasise here his contributions.

### **Eight and Ninth Page**

- In this page, a table of contents, list of tables, list of figures, and photographs and notation must be provided.

### **Important Note:**

- All the above pages i.e from fourth page (**exclude blank white papers and third page**) are to be numbered in Roman numerals of lower case.  
Ex. i,ii,iii,iv,...
- The document pages must be numbered using numbers i.e. 1,2,3,.....

### **Arrangement of Chapters in contents depending upon the project**

The following is suggested format for arranging the project report matter into various chapters:

1. Introduction
2. Literature Survey
3. Theoretical Analysis
4. Experimental Investigations
5. Experimental Results
6. Discussion of Results
7. Summary, Conclusion and Recommendations  
(Original Contribution to be highlighted)
8. Reference / bibliography
9. Appendices (if any)

Note: **chapter numbers** should be in **capital roman letters**

Example: **CHAPTER - I**  
**INTRODUCTION**

➤ **Arrangement of Paragraph in a Chapter:**

- Each paragraph in a chapter should be properly numbered for example, 2.1, 2.2 etc., where first digit represents the Chapter Number and second digit the paragraph number. There is no need to indicate the number for the first paragraph in a chapter.
- Sub-paragraphs, if any indicated as 1.1.1, 1.1.2 etc. i.e. first digit representing the chapter, the second representing the paragraph and third representing the sub-paragraph.
- **Don't underline the headings or subheadings or side heading.** Instead use the bold letters.

Example: 2. LITERATURE SURVEY

2.1 (If any)

2.1.1 (If any)

2.1.2 (if any)

➤ **Photographs/Figures and Tables:**

- The figures, photographs and tables occurring in a chapter may be serially numbered as **Fig. 1.1, 1.2** etc., where the first digit represents the chapter, the second digit represents Figure number.
- The photographs may be represented as **Plate 1.1, 1.2** etc., the first digit representing chapter and the second digit represents Photograph number.
- The tables may be represented as **Table 1.1, 1.2** etc., the first digit representing chapter and the second digit represents table number.

Note: **photograph names** should be **below** the photo graph

**Figure names** should be **below** the figure

**Table names** should be **above** the table

➤ **Graphs**

- The graph should clearly indicate the points, which are used for drawing the curve or curves.  
All the letters in the graphs should be written with stencils.

**Bibliography or References:**

- The following format may be used for writing the Bibliography/References.

Author Name, Title of the book or paper/journal (**italic**), Publisher name, month and year (**bold**).

Eg:

Berry, Jason, Jonathan Foose, and Tad Jones. *Up from the Cradle of Jazz: New Orleans Music Since World War II*. Athens: U of Georgia P, **July 1986**.

**Note: The bibliography list should be made strictly in alphabetical order of the name of the authors.**

Sample format of bound page (justify it)

## **YOUR PROJECT TITLE**

Project report submitted in partial fulfillment of the requirement for  
the award of the Degree of **B.Tech in Mechanical Engineering**

By

**Your Names-Your numbers**

Under the Esteemed Guidance of  
**Guide name**  
**Designation**



**Department of Mechanical Engineering**  
**VITAM COLLEGE OF ENGINEERING**

Mindhivanipalem (Vill), Anandapuram (Mandal), Visakhapatnam (Dist)

Approved by A.I.C.T.E., affiliated to J.N.T.U.K

Ph No: 08933-202046 (O) Grams: VITAM

E-mail: vitam\_coe@yahoo.co.in

Sample format of Third page (justify it)

## **YOUR PROJECT TITLE**

Project report submitted in partial fulfillment of the requirement for  
the award of the Degree of **B.Tech in Mechanical Engineering**

By

**Your Names-Your numbers**

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**Guide name**  
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Sample format of certificate page (Fourth Page)

## CERTIFICATE

This is to certify that the project report entitled YOUR PROJECT TITLE is being submitted by

Name1	Roll no1
Name2	Roll no2
Name3	Roll no3
Name4	Roll no 4

In partial fulfillment for the award of the Degree of Bachelor of Technology in Mechanical Engineering to the Jawaharlal Nehru Technological University, Kakinada is a record of bonafied work carried out under my guidance and supervision.

The results embodied in this project report have not been submitted to any other University or Institute for the award of any Degree or Diploma.

Project Guide

Head of the Department

External Examiner