

## FORMAT AND GUIDELINES TO PREPARE PROJECT REPORT (FOR BOTH UG & PG)

The following sequence of topics to be maintained in the Project Report:

- **Title Page**
- **Bonafide Certificate**  
Bonafide from the place where the work is carried out, on their letter head
- **Declaration**
- **Acknowledgement** – Order of names to be acknowledged (refer page no. 4 for hierarchy)
- **Abstract** of the work
- **Contents** with page numbers
- List of Abbreviations, if applicable
- List of figures, list of tables, if applicable
- **Chapter – 1**, Introduction
- **Chapter – 2**, Aim and Scope of the present investigation
- **Chapter – 3**, Experimental or materials and methods; algorithms used
- **Chapter – 4**, Results and Discussion, Performance Analysis
- **Chapter – 5**, Summary and Conclusions
- **References (in the following order only)**
  - for Journals – name of authors, journal name, volume number, year of publication, page numbers - starting and ending.
  - For Books – name of author, title, name of editor, publisher, year, page numbers.
  - Valid internet articles.

- **Sub chapters should be numbered as follows:**

Eg. Sub Chapter of chapter 1 should be numbered as Chapter 1.1

Further sub chapters should be numbered as 1.1.1, 1.1.2 ,....

- **Letter Font and Line spacings:**

**To be followed throughout the project work**

Line space	– 1.5
Font Size	- 12
Font Type	- Arial
Margin space	- Left 3cm; Right – 2.5cm; Top- 2.5cm; and Bottom – 2.5 cm

- **Major headings** – all caps – 14 font size
- **Sub headings** – all caps – 12 font size
- **Further sub headings** – 12 font size, bold, italics
- **Still further sub headings** – 12 font size, italics
- **Legend for Figures & tables:** (Numbering should start with each chapter Number)
  - Figure – Fig:1.1 : Self descriptive title, 12 font size, italics, bold (should be below the figure)
  - Table – Table 1.1 : self descriptive title, 12 font size, bold (should be above the table)

**Note:** Fig 1.1 refers to Figure 1 of chapter 1, Fig 2.2 refers to fig 2 of Chapter 2

**Note :** Table 1.1 refers to Table 1 of Chapter 1, Table 3.2 refers to Table 2 of Chapter 3.

- **Page numbers** should be centered in the number format 1,2,3..... at the bottom of each page, starting from Introduction chapter onwards.
- For Abstract, Contents, List of Abbreviations, List of figures, list of tables – the page numbers should be in the Roman Number format (i), (ii), (iii)..... and centered at the bottom of the page.

## DECLARATION

I \_\_\_\_\_(Name/s of the individual Candidate)\_\_\_\_\_ hereby  
declare that the Project Report entitled \_\_\_\_\_  
done by me under the guidance of Dr. /Prof./ Mr./Ms. \_\_\_\_ \_\_\_\_\_(Internal) and \_\_\_\_\_(External)  
at \_\_\_\_\_(Company name  
and address) is submitted in partial fulfillment of the requirements for the award of Bachelor of  
Engineering / Technology degree in \_\_\_\_\_.

**DATE:**

**PLACE:**

**SIGNATURE OF THE CANDIDATE**



# SATHYABAMA

INSTITUTE OF SCIENCE AND TECHNOLOGY  
(DEEMED TO BE UNIVERSITY)

Accredited with Grade "A" by NAAC

JEPPIAAR NAGAR, RAJIV GANDHI SALAI, CHENNAI - 600 119

www.sathyabama.ac.in



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DEPARTMENT OF \_\_\_\_\_

## BONAFIDE CERTIFICATE

This is to certify that this Project Report is the bonafide work of \_\_\_\_\_  
\_\_\_\_\_[(Names of each student followed by register Number  
in brackets who have done the Project work as a team Eg. N.Murali (2945515), M.Kannan  
(2945525)] who carried out the project entitled \_\_\_\_\_  
\_\_\_\_\_” under my / our supervision from \_\_\_\_\_ to  
\_\_\_\_\_.

### **Internal Guide**

(Name in Capital letters  
with Signature)

### **External Guide (if Applicable)**

(Name in Capital letters  
with signature)

### **Head of the Department**

(Name in Capital letters with Seal & Signature)

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Submitted for Viva voce Examination held on \_\_\_\_\_

### **Internal Examiner**

(Name in Capital letters  
with Signature)

### **External Examiner**

(Name in Capital letters  
with signature)

## ACKNOWLEDGEMENT

I am pleased to acknowledge my sincere thanks to Board of Management of **SATHYABAMA** for their kind encouragement in doing this project and for completing it successfully. I am grateful to them.

I convey my thanks to **Dr. -----**, **Dean, School of -----** and **Dr.-----**, **Head of the Department, Dept. of -----** for providing me necessary support and details at the right time during the progressive reviews.

I would like to express my sincere and deep sense of gratitude to my Project Guide **Dr./Mr./Ms. -----** for his valuable guidance, suggestions and constant encouragement paved way for the successful completion of my project work.

I wish to express my thanks to all Teaching and Non-teaching staff members of the Department of -----  
----- who were helpful in many ways for the completion of the project.

**Cover page design**

**Title of the project**

Submitted in partial fulfillment of the requirements for the award of  
Bachelor of Engineering / Technology degree in \_\_\_\_\_ (Specialisation of degree)

by

Names of all the students with register Number

Eg. Name 1 ( Register No.)  
Name 2 (Register No.)

Institution logo centrally placed



**DEPARTMENT OF MECHANICAL ENGINEERING  
SCHOOL OF MECHANICAL ENGINEERING**

**SATHYABAMA**

**INSTITUTE OF SCIENCE AND TECHNOLOGY  
(DEEMED TO BE UNIVERSITY)**

**Accredited with Grade "A" by NAAC**

**JEPPIAAR NAGAR, RAJIV GANDHI SALAI, CHENNAI - 600 119**

**APRIL 2018**