

# GUIDELINE FOR PREPARATION AND PRESENTATION OF PROJECT/DISSERTATION REPORT



PRIVATE PROGRAMME  
DR. C.V. RAMAN UNIVERSITY  
KARGI ROAD, KOTA, DISTT. - BILASPUR  
CHHATTISGARH

# **PROJECT/DISSERTATION REPORT FORMAT**

## **PRIVATE PROGRAMME**

The Project/Dissertation Report consists of three main parts (i) The Preliminaries (ii) The Text (iii) Annexure. It is to be arranged in the following sequence.

### **THE PRELIMINARIES:**

- ❖ Title Page (Outer Cover) as per the format given in Annexure III, (should be printed in White Colour on a Navy Blue background).
- ❖ Title Page (Inner Cover) as per the format given in Annexure IV
- ❖ Declaration by the candidate (Annexure – V)
- ❖ Certificate of Supervisor/s (Annexure – VI)
- ❖ Acknowledgements (Annexure – VII)
- ❖ Table of Contents (Annexure – VIII)
- ❖ Abstract/Preface
- ❖ List of Tables (If applicable)
- ❖ List of Figures (If applicable)
- ❖ List of abbreviations (Optional)
- ❖ Chapter –I to ....continue according to the table of contents.

### **THE TEXT OF THE PROJECT/DISSERTATION REPORT**

The text the Project/Dissertation Report is usually divided in to chapter's with subheadings, within the chapters to indicate the orderly progression of topics and their relation to each other.

**Chapter-I Introduction:** - The Project/Dissertation Report should normally begin with a general introduction presenting an overview of the purpose and significance of the study. The introduction should show why the topic selected is worth investigating. This will normally be

done with reference to existing research, identifying areas that have not been explored, need to be explored. The final section of the introduction should provide a brief overview of each of the main chapters that the reader will encounter.

**Chapter-II Review of Related Literature:** - The purpose of the literature review is to summarize, evaluate and compare the main developments and current database in the field which are specifically relevant to the subject of research embodied in the Project/Dissertation Report .

**Chapter-III Research Methodology:** - The supervisor and the student may decide how this part of the Project/Dissertation Report should be structured. Although this section varies depending up on method and analysis technique chosen, the chapter describes and justifies the methods chosen for the study and why this method was the most appropriate.

**Chapter-IV Observations & Analysis:** - Observations, Analysis and Interpretation should be done as per data collected from sample.

Chapter-V Results Conclusions and Suggestions: The results are actual statement of observations, including statistics, tables and graphs. Do not present the same data as graph as well as table. Use one of the appropriate styles of presentation. The purpose of this chapter is not just to reiterate the findings but discuss the observation in relation to the theoretical body of knowledge on the topic.

Bibliography Citation in Text: Citation in the text usually consists of the name of the author(s) and the year of the publication. The page no is added when utilizing a direct quotation. It should be arranged alphabetically.

Example (i): Thomas.V (2007) identified....

Example (ii): Gould and Brown (1991, p. 14) used the

Example (iii): Rhoades et. al (2008) define the .....

References: All publications listed in the Project/Dissertation Report should be presented in a list of references, following the sample.

Citation from Project Report :

- Kundur., D. (1999), Multiresolution Digital Watermarking: Algorithms and Implications for Multimedia Signals. Ph.D Project/Dissertation Report , University of Toronto.

Citation from Journal:

- Clifford, G. D. and Tarassenko.,s L. (2001), One-pass Training of Optimal Architecture Auto-associative Neural Network for Detecting Ectopic Beats. Electron Letters. 37(18): 1126–1127.
- Rhoades, B.E. (1997), A Comparison of various definitions of Contractive mappings, Trans.Amer.Math.Soc., Vol. 5, no.3, 257-290.

Citation from Books:

- Thompson, D. ed., (1995), The Concise Oxford Dictionary of Current English. Oxford, UK: Oxford University Press, 9th ed. ISBN No.: 0987654.
- Lindsay, D. (1999), A Guide to Scientific Writing, Melbourne, Chapter 2, Australia: Addison Wesley Longman Australia, 2nd ed. ISBN No.: 12345678.

Citation from Website:

Anonymous, unZign, “Tool for Evaluating a Variety of Watermarks”,  
<http://altern.org/watermark/>, (Browsing date: 23rd September 1997)

Publication of the University of Geneva (on digital watermarking): <[http://cuiwww.unige.ch/~vision/Publications/watermarking\\_publications.html](http://cuiwww.unige.ch/~vision/Publications/watermarking_publications.html)> (Browsing Date: 4th January 2006)

Citation from patent:

Gustafsson J. K. (1976), “Analog-digital converter for a resistance bridge”, Patent U. S. 3960010, June 1,.

References must be given alphabetically in References section and in text as .....

Clifford. G. D. and Tarassenko. L. (2001) suggested that.....

Appendices:

- Questionnaire /Formula /Diagnosis/Any other Supporting Documents

## **GUIDELINES FOR WRITING:-**

<b>1. Font size For English</b>	<b>Font size For Hindi</b>
Title Page	18-24
	18-24

Headings / subheadings	12-16	16-20
Text	12	14
Footnotes	8-10	10-12

Footnotes be given on the same page where reference is quoted

## 2. Type style

Times New Roman for English

Kruti dev 10 for Hindi

## 3. Margins.

At least 1¼ -1½ inches (3.17-3.81cm) on the left-hand side, ¾ - 1 inch (2 -2.54cm) at the top and bottom of the page, and about ½ - 0.75 inches (1.27 - 1.90cm) at the outer edge. The best position for the page number is at top-center or top right ½ inch (1.27 cm) below the edge. Pages containing figures and illustration should be suitable paginated.

4. The *Project/Dissertation Report* shall be computer typed (**English-** British, Font Style -Times Roman, Size-12 point, **Hindi-** Font Style -Krutidev-10,Size-14) and printed on A4 size paper.
5. The *Project/Dissertation Report* shall be typed on one side only with double space with appropriate margin.
6. Use only standard abbreviations. Avoid abbreviations in the title. The full term for which an abbreviation stands should precede its first use in the text except in case of measurement units. The measurement units if any shall be followed consistently.
7. Maintain uniformity in writing the *Project/Dissertation Report* .
8. All copies of the *Project/Dissertation Report* are to be bound in colored hard cover (according to color code) of the *Project/Dissertation Report*.
9. The final submission of the *Project/Dissertation Report* shall be in 03 hard bound copies and 01 soft copy (MS Word) in a CD along with all the corrections and suggestions as recommended before.

**THE TITLE OF THE PROJECT/DISSERTATION REPORT IN  
THE OUTER COVER  
SHALL LOOK EXACTLY LIKE THIS TITLE**

*(Font: Times New Roman, Size: 16, Bold, Line Spacing: 1 ½, Centered)*

*{Here put a gap of 4 lines}*

**Project/Dissertation Report submitted to**

*(Font: Times New Roman, Size: 12, Bold, centered)*

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*<University's logo>*

**PRIVATE/DISSERTATION PROGRAMME**

**Dr. C.V. Raman University**

**Kota, Bilaspur (C.G.)**

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*{Here put a gap of one line}*

**For the award of the degree of**

*(Font: Times New Roman, Size: 12, Bold, centered)*

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**PROGRAMME NAME**

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**by**

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**<NAME OF THE STUDENT>**

*(Font: Times New Roman, Size: 14, Bold, centered)*

**Enrollment Number/ Roll Number.: <>**

*(Font: Times New Roman, Size: 12, Bold, centered)*

**<Year>**

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**THE TITLE OF THE PROJECT/DISSERTATION REPORT IN  
THE INNER COVER SHALL  
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**PRIVATE PROGRAMME**

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**Kota, Bilaspur (C.G.)**

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**For the award of the degree**

**of**

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**by**

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**<NAME OF THE STUDENT>**

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**Under the Guidance of**

*(Font: Times New Roman, Size: 12, Bold, centered)*

**<NAME OF THE SUPERVISOR/S>**

*(Font: Times New Roman, Size: 14, Bold, centered)*

**<Year>**

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## ANNEXURE-V

### DECLARATION

I the undersigned solemnly declare that the Project/Dissertation Report entitled “**title of the work**” is based on my own work carried out during the course of my study under the supervision of < name of supervisor >.

I assert that the statements made and conclusions drawn are an outcome of my research work. I further certify that

- i. The work contained in the Project/Dissertation Report is original and has been done by me under the general supervision of my supervisor (s).
- ii. The work has not been submitted to any other Institute for any other Degree/Diploma/Certificate in this University or any other University of India or abroad.
- iii. I have followed the guideline provided by the University in writing the Project/Dissertation Report.
- iv. I have conformed to the norms and guidelines given in the concerned Ordinance of the University.
- v. Whenever I have used materials (data, theoretical analysis, and text) from other sources, I have given due credit to them by citing them in the text of the Project/Dissertation Report and giving their details in the references.
- vi. Whenever I have quoted written materials from other sources, I have put them under quotation marks and given due credit to the sources by citing them and giving required details in the references.

(Name & Signature of the Student)

Registration No.



## CERTIFICATE

This is to certify that the work incorporated in the Project/Dissertation Report entitled “ title of the Project/Dissertation Report ” is a record of own work carried out by <Name of Student > under my supervision for the award of degree of **Programme Name** of Private Programme at Dr. C.V. Raman University, Bilaspur (C.G.)-India.

To the best of my knowledge and belief the Project/Dissertation Report :

- i. Embodies the work of the candidate himself/herself,
- ii. Has duly been completed.
- iii. Is up to the desired standard both in respect of contents and language for being referred to the examiners.

Supervisor-

(Name and signature of the Supervisor

With designation and Name of Organization)

(Signature of Head of Department)

(Seal of Head of Department)

## ACKNOWLEDGEMENT

Acknowledgements should be brief and should not exceed one page. Acknowledgements should be duly signed by the candidate. Gratitude may be expressed to only those who really contributed to the work directly or indirectly. Name of student should appear at the bottom of the page.

### SAMPLE ACKNOWLEDGEMENT

It is a matter of immense pleasure to express the overwhelming sense of gratitude, devotion, incontestable regards to my esteemed & learned guides <.....> who have striven to perfect my project report.

.....  
.....  
.....

Finally, I express my indebtedness to all who have directly or indirectly contributed to the successful completion of my project/Dissertation work.

< Name of Student >

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Chapter-V	Result, Conclusions and Suggestions	.....
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