

# “PROJECT GUIDELINES”

## ARRANGEMENT OF CONTENTS

The sequence in which the project report material should be arranged and bound should be as follows:

1. Cover Page
2. Inside cover page
3. Certificate
4. Acknowledgements
5. Abstracts
6. Table of contents
7. List of figures
8. Chapters
9. References

## PAGE DIMENSION AND BINDING SPECIFICATIONS:

The project report should be prepared in A4 size, and should be hard bound with navy blue/black colour wrapper.

## PREPARATION FORMAT:

Cover Page & Title Page -

A specimen copy of the Cover page & Title page of the project report are given in Annexure 1. The fonts and locations of various items on this page should be exactly as shown in Annexure 1.

- **Inside cover page** - Same as cover page
- **Acknowledgement** - This should not exceed one page.

## Abstract –

Abstract should be a one page synopsis of the project work, typed in double line spacing (about 300 words with max 6 key words). Font Style Times New Roman and Font Size 12.

### **Table of Contents –**

The table of contents should list all headings, sub headings after the table of contents page, as well as any titles preceding it. The title page and Certificate will not find a place among the items listed in the Table of Contents.

1.5 spacing should be adopted for typing the matter under this head.

### **List of Tables –**

The list should use exactly the same captions as they appear above the tables in the body of the report. One and a half spacing should be adopted for typing the matter under this head.

### **List of Figures –**

The list should use exactly the same captions as they appear below the figures in the body of the text. One and a half spacing should be adopted for typing the matter under this head.

### **Chapters -**

The chapters may be broadly divided into 3 or 4 parts with minimum total pages 50 & (i) Introductory chapter (ii) Explanation (iii) Chapters developing the main theme of the project work (iv) and Conclusion.

**Appendices -** Same format as Chapters

### **List of References**

The listing of references should be typed 4 spaces below the heading “REFERENCES” in alphabetical order, in single spacing and left – justified.

## **TYPING INSTRUCTIONS**

The impression on the typed copies should be black in colour. One and a half spacing should be used for typing the general text. The general text shall be typed in the Font style ‘Times New Roman’ and Font size 12. Use A4 (210 mm X 297 mm) bond un-ruled paper (80 gsm) for all copies submitted. Use one only side of the paper for all printed/typed matter.

## **NUMBERING**

Every page in the seminar/project report, except the seminar/project report title page, must be accounted for and numbered.

The page numbering, starting from acknowledgements and till the beginning of the Introductory chapter should be printed in small Roman numbers, i.e, i, ii, iii, iv.....

The page number of the first page of each chapter should not be printed (but must be accounted for). All page numbers from the second page of each chapter should be printed using Arabic numerals, i.e. 2,3,4,5...

All printed page numbers should be located at the bottom centre of the page.

## **CHAPTERS**

Use only Arabic numerals. Chapter numbering should be centered on the top of the page using large bold print. < size 15> <Times new Roman>

## **TEXT-**

COLOR - Black

## **FONT**

REGULAR TEXT - Times Roman 12 pts. and normal print.

CHAPTER HEADING -Times Roman 15 pts., bold print and all capitals.

SECTION HEADINGS -Times Roman 12 pts., bold print and all capitals.

SUBSECTION HEADINGS - Times Roman 12 pts., bold print and leading.capitals. ie. Only first letter in each word should be in capital.

## **JUSTIFICATION**

The text should be fully justified

## **MARGINS**

The margins for the regular text are as follows:

LEFT = 1.50"

RIGHT = 1.00"

TOP = 1.00" |

BOTTOM = 1.00"

## **TABLES**

All tables should have sharp lines, drawn in black ink, to separate rows/columns as and when necessary.

Table<blank><chapter number>.<serial number><left indent><table title>

## **FIGURES**

The title of the figure etc. should be placed on the bottom of the figure.

Fig. <blank><chapter number>.<serial number> <left indent><figure title>

“COVER PAGE”

PROJECT TITLE

A PROJECT REPORT

submitted to

SUNRISE UNIVERSITY

in partial fulfillment for the award of the diploma

of

POLYTECHNIC

In

MECHANICAL ENGINEERING



**DEPARTMENT OF MECHANICAL ENGINEERING**

**SUNRISE UNIVERSITY**

ALWAR

RAJASTHAN, INDIA

MAY 2014

“Annexure1”

**PROJECT TITLE**

<Font Size 16><1.5 line spacing>

**A PROJECT REPORT**

<Font Size 14><Italic>

submitted to

**SUNRISE UNIVERSITY**

<Font Size 14><Bold>

in partial fulfillment for the award of the diploma  
of

<Font Size 14><1.5 line spacing><Italic>

**POLYTECHNIC**

<Font Size 16><Bold>

**IN**

**MECHANICAL ENGINEERING**

<Font Size 14><Bold>



**DEPARTMENT OF MECHANICAL ENGINEERING**

<Font Size 12><Bold>

**SUNRISE UNIVERSITY**

<Font Size 16><Bold>

**ALWAR**

**RAJASTHAN, INDIA**

<Font Size 12><Bold>

**MAY 2014**

<Font Size 14><Bold>

# ACKNOWLEDGEMENT

One page maximum. Times New Roman and Font Size 12

# CERTIFICATE

This is to certify that the project report entitled “TITLE OF PROJECT WORK” submitted by NAME OF GROUP to the SunRise University Alwar,Rajasthan in partial fulfillment for the award of Diploma of Polytechnic in Mechanical Engineering is a confide record of the project work carried out by him under my supervision during the year 2013-2014.

Submitted to:  
Name of incharge  
Designation

Submitted by:  
Name of student(Roll)

Name (Project Guide)  
Designation

**SUNRISE UNIVERSITY**  
Bagad Rajput, ALWAR-301030(Raj.)  
INDIA

## ABSTRACT

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# CHAPTER 1

## INTRODUCTION

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## REFERENCES