

Mahatma Gandhi Mission's College of Engineering and Technology, Noida
Department of Electronics and Communication

General Rules for Final Year Project:

1. Use of the pronoun such as "I", "We", "You", "He", "They" must be avoided. It is suggested to use passive voice in such cases.
2. The Department Library requires the deposit of one copy of the approved report while the supervisor concerned requires one copy hence in total **two hard bound report are required.**
3. Project report should be bound in **light Blue color (Matt finish) hard rexin binding with golden engraved letters(refer sample kept in departmental library)**. Ensure that the side face of thickness of the thesis should have the surname of the students, and month of submission at top and bottom edge respectively.
4. Cover page will not have any page number.
5. Preliminary pages will have roman numbering in extreme right of the page
6. Chapter name and number should be in center of the page.

PROJECT REPORT STRUCTURE

Preliminary Pages:

1. **Title Page**
2. **Declaration (in Italics)** from the project group to avoid the problem of plagiarism.
3. **Certificate** signed by the supervisor
4. **Acknowledgements (in Italics)**, to those who have helped them in matters scientific, and also indirectly by providing such essentials as food, education, genes, money, help, advice, friendship etc.
5. **Table of Contents** provides the list of all headings and subheadings with page numbers
6. **List of figures**
7. **List of tables**
8. **List of abbreviations**
9. **Abstract (Italics)**

Abstract:

An **abstract** is an abbreviated version of the project report. It should be limited to a maximum of 250 words. An abstract should have the **following five pieces such as Introduction, Problem Statement, Procedure, Results and Conclusion.**

Chapters in Report:

1. Chapter 1: Introduction – should have objective and motivation specified clearly
2. Chapter 2: Literature Theory or Background of the Problem.
3. Chapter 3: Theory, modelling block diagram, other Factors involve in the Problem.
4. Chapter 4,5,6: Proposed model or solution to exist problem, hardware and software details
5. Results of work done.
6. Conclusion and future prospects.
7. References
8. Appendix – should have coding and other details.

TEXT PROCESSING INFORMATION

1. The **original copy** shall be typed on 75 or 80 gr./m² white paper. All photocopies shall be run on the same grade of paper. Size of paper shall be 210 x 297 mm, i.e. **A4**.
2. Laser printer and Ink Jet printer are acceptable.
3. As a **character font**, one should use Times New Roman. The font size must be 12 point in the text and at least 10 point in the figures and tables.
4. **Margins** of pages shall conform to the following specifications.
 - a. Left margin - 3 1/2 cm. from edge of paper.
 - b. Right margin - 2 cm. from edge of paper.
 - c. Top margin - 3 1/2. from edge of paper.
 - d. Bottom margin - 2 cm. from edge of paper.

The above margins shall be observed on charts, graphs, tables, and drawings. Folded papers will not be accepted unless there is absolutely no other way for the material to be presented.

5. Spacing of the text material shall be 1.5 with the following exceptions:

- a. Footnotes - single spacing
- b. Long biographical quotes - single spacing

c. Extensive quotations - single spacing and indented eight (8) spaces relative to the text material.

6. Headings used in the report shall conform to the following rules:

a. Chapter Headings - CHAPTER 1, CHAPTER 2, CHAPTER 3 etc.

(1) Must begin a new page and be centered using the Font Size 18 with Bold Face. Omit period at the end of the heading.

(2) Must be typed in upper case letters.

(3) Chapter headings are to be titled names that reflect content of the text that follows.

(4) It should be centered and Font Size to be used is 18 with Bold Face.

(5) Must be typed in upper case letters.

(6) Provide 1 blank line between chapter no and 3 blank lines after the chapter name keeping 1 line spacing only.

b. Second Headings - 2.1, 2.2, 2.3, etc.

(1) Must be towards left margin and be typed in capital and lower case letters; i.e., the first letter of each word except conjunctions, prepositions, and articles must be a capital letter. Omit period at the end of heading.

(2) The letter designation of the heading shall be followed by a period and two blank spaces.

(3) Must be three spaces below preceding text and two spaces ahead of succeeding text.

(4) Font Size to be used is 14 with Bold Face.

(5) In case it is found that first line of the succeeding text starts from the next page, then this heading should start from the next page using page break.

c. First sub-headings - 2.2.1, 2.2.2 , etc.

(1) Must be typed on separate lines beginning at the left margin line of the text, but need not begin a new page.

(2) Must be typed in capital and lower case letters except conjunctions, prepositions, and articles.

(3) The number designation of the heading shall be followed by a period and two spaces. Omit period at the end of the heading.

(4) Must be separated from the succeeding text by three spaces.

(5) Font Size to be used is 12 with Bold Face.

(6) In case it is found that first line of the succeeding text starts from the next page, then this sub-heading should start from the next page using page break.

d. Second sub-headings- 2.2.1.1, 2.2.1.2 etc.. (second sub-headings should be avoided if possible)

(1) Must be typed on the same line as the text it introduces beginning at the left margin line of the text.

(2) Must be typed in capital and lower case letters except conjunctions, prepositions, and articles.

(3) Must be followed by a period at the end of the heading and must be underscored by a line.

(4) The letter designation shall be followed by a period and two spaces.

(5) Font Size to be used is 12.

(6) In case it is found that first line of the succeeding text starts from the next page, then this second sub-heading should start from the next page using page break.

7. Figures and Tables: Ideally, every result claimed in the text should be documented with data, usually data presented in tables or figures. If there are no data provided to support a given statement of result or observation, one should consider adding more data, or deleting the unsupported "observation." Examine figure(s) or table(s) pertaining to the result(s).

Author should assess whether:

1. the data support the textual statement
2. the data contradict the textual statement
3. the data are insufficient to prove

The actual figures and tables should be embedded/inserted in the text, generally on the page following the page where the figure/table is first cited in the text. All figures should be numbered and cited consecutively in the text as Figure 2.1, Figure 2.2, to indicate the first and second figures in Chapter 2 respectively. Similarly it is the case with tables such as Table 3.1, Table 3.2, etc.