

## **1. Introduction**

- 1.1. The guidelines described in this document have been established so that report can be prepared in a form suitable for library cataloging. The document takes its place in the library as a product of original thinking and research, and it is, therefore, designed to appear in a form comparable to published works.
- 1.2. This document covers the general rules of quality, format and appearance. Students should consult their Project Supervisor for specific content requirements.
- 1.3. It is the student's responsibility to read and follow the requirements presented here. The final copies will not be accepted if they do not fulfill the criteria described below.

## **2. Originality**

A work shall

- 2.1. Consist of the student's own account of his/her investigations;
- 2.2. Be either a record of original work or of an ordered and critical exposition of existing knowledge and shall provide evidence that the field has been surveyed thoroughly;
- 2.3. Be an integrated whole and present a coherent argument;
- 2.4. Give a critical assessment of the relevant literature, describe the method of research and its findings and include a discussion on those findings; and
- 2.5. Include a full bibliography and references.

## **3. Components**

A report should contain the following parts in the order shown:

- 3.1. Title page (please see sample, Annexure I), containing:
  - the title
  - the full name of the Candidate and Supervisor;
  - the degree for which the report is submitted;
  - the name of the University, i.e. The Gujarat Technological University
  - the month and year of submission
- 3.2. Certificate page (please see sample, Annexure II);
- 3.3. Acknowledgments
- 3.4. Table of content (please see sample, Annexure III)
- 3.5. List of Figures and Tables
- 3.6. Abstract (please see sample, Annexure IV). Abstract must provide a concise summary of the report (maximum 300 words).
- 3.7. The Report body
- 3.8. A thorough reference list; and
- 3.9. Appendices (List of abbreviation, etc.) and other addenda, if any.

## 4. Language, Style and Format

### 4.1. Language

Report should be written in English.

### 4.2. Final Version

The final version of the work must be free from spelling, grammatical and other errors when submitted.

### 4.3. Scripts and Page Format

Paper and print quality are vitally important for successful microfilming and legibility. Normally, international A4 80 to 90 gsm white paper should be used for the report which should be printed on one side of the paper. Exceptionally, paper other than international A4 size may be used when the nature of the work requires it.

4.4. A conventional (Times New Roman) font, size 12-point, 10 to 12 characters per inch must be used with single line spacing.

4.5. All margins should be consistently 25mm in width. Exceptionally, margins of a different size may be used when the nature of the report requires it.

4.6. Header/ Footer may be placed by the candidate.

### 4.7. Figures and Illustrations

4.8. Figures, tables, etc., should be positioned according to the scientific publication conventions of the discipline.

### 4.9. References

All references must be cited in the text by the reference number using superscripts. No links between superscripts in the text and actual references in the Reference Sections may be used. Notes may be used to cite manuscripts in preparation, unpublished observations and personal communications. References cited should follow the style given below:

### **PAPERS**

1. Chen, P.W and Robertson L.E, "Human response to wind induced motion of buildings", Journal of Structural Division, August 2008, pp.1681-1695
2. Thiel WJ and Nguyen LT, "Fludized bed film coating of an ordered powder mixture to produce micro encapsulated ordered units." J. Pharm. Pharmacol. 1984, 36, 145-152.
3. Isyumov N, "Criteria for acceptance of wind induced motions of tall buildings", International Conference on Tall buildings, Rio De, Janerio, CTBUH, 2003.

### **WEB SITE**

1. Boggs, D, " Acceleration and Drift due to Gust forces", July 2009, [www.cppwind.com/papers/structural/PEAKvsRMS.pdf](http://www.cppwind.com/papers/structural/PEAKvsRMS.pdf)

### **BOOKS**

1. Johnston Beer, Engineering Mechanics, 8th Edn, Tata McGraw Hill Publishing Company, 2000, pp 256-261.
2. Pelczar MJ., Chan ECS., and Krieg NR. In Microbiology; 5th Edn; Tata McGraw Hill Publishing Company Limited, New Delhi, 1993, pp 536.

### **DISSERTATIONS**

1. Vaishnav D.K, PhD Thesis, " ....." Gujarat Technological University, July 2007 Pathak VK. Ph.D. Thesis, " ....." ,Gujarat University, 1979.

## **PATENTS**

1. Wright JB. 3,4-disubstituted-1,2,5-thiadiazole-1,1-dioxides. U.S. Patent 3 115 496, 1963. Chem. Abstr. 1964, 60, 5512c

Authors are responsible for obtaining written approval for all personal communications and sending a copy of the manuscript to those cited as authors of personal communications.

## **5. Submission**

- 5.1. For examination purpose, submit before 11th July, 2015 at GTU New Building, of the bound project work.
- 5.2. At the time of submission the student should submit an electronic copy of the their work in CD indicating Name of the student, College, Department also.

### **Submit to:**

Ms. Kinjal Dave / Ms. Vaishakhi Gandhi  
(GTU Projects Coordinator)

Gujarat Technological University,  
B-205, 2nd Floor,  
Nr.Vishwakarma Government Engineering College  
Nr.Visat Three Roads, Visat - Gandhinagar Highway  
Chandkheda, Ahmedabad – 382424 - Gujarat

Timings: 11.00 am to 5.00 pm on or before 11th July, 2015.

[SAMPLE TITLE PAGE]

[Title]

(5 blank lines)

By

(single line)

[Your name as found in official GTU records]

(two lines)

[Supervisor's name with qualification and designation]

(3 blank lines)

A Project Report Submitted to Gujarat Technological University  
in Partial Fulfillment of the Requirements for the Degree of Bachelor of Engineering  
in [Name of Program]

(3 blank lines)

Month and Year

Institute Logo

Institute name and Address

[SAMPLE CERTIFICATE PAGE]

CERTIFICATE

This is to certify that project work embodied in this report entitled “ -----

-----

-----“ was carried out by Mr./Ms. ----- at ----- (Institute name)----- for partial

fulfillment of B.E. degree to be awarded by Gujarat Technological University. This project work has been carried out under my supervision and is to the satisfaction of department. The students work has been published/accepted for publication.

[ GTU Watermark ]

Date:

Place:

Signature and Name of Guide    Signature and Name of Head of Dept.

Signature and Name of Principal

Seal of Institute

(If the work is carried out in industry then a certificate from industry shall also be attached.)

[SAMPLE DECLARATION OF ORIGINALITY PAGE]

I hereby certify that I am the sole author of this report and that neither any part of this work nor the whole of the work has been submitted for a degree to any other University or Institution.

I certify that, to the best of my knowledge, my work does not infringe upon anyone's copyright nor violate any proprietary rights and that any ideas, techniques, quotations, or any other material from the work of other people included in my report, published or otherwise, are fully acknowledged in accordance with the standard referencing practices. Furthermore, to the extent that I have included copyrighted material that surpasses the bounds of fair dealing within the meaning of the Indian Copyright Act, I certify that I have obtained a written permission from the copyright owner(s) to include such material(s) in my work and have included copies of such copyright clearances to my appendix.

I declare that this is a true copy of my report, including any final revisions, as approved by my supervisor.

[ GTU Watermark ]

Date:

Place:

Your name as found in official GTU records

[SAMPLE CONTENTS PAGE]

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[SAMPLE ABSTRACT PAGE]

[Title]

Submitted By

[Your name as found in official GTU records, excluding any titles]

Supervised By

[Supervisor's name with qualification and designation]

[Name and address of Work place]

Abstract

[Abstract text, Maximum 300 words] Consists of

Objective

Experimental/ Computational work done

Results and discussion

Conclusions