<div align="center">**Department of Information Technology**

Final Year B.Tech. Project Report Format</div>

Project report is a written evidence of tasks, processes and activities that are undertaken and accomplished by the students while pursuing their projects and implementing it. This report is an official document that reflects precise and concrete information about the different aspects of the project ranging from the overview, requirements, practical aspects, theoretical considerations, tasks furnished, outcomes gained, objectives listed, reports attached, abstracts, experiments and results, conclusions and recommendations to the implementation and scope of the project.

Thus, a project report provides complete information about the project to the reader, and therefore, it is a mandatory document that must be submitted to the respective department heads after the successful completion and implementation of the projects.More often than not such a valuable project report is poorly drafted and presented, and therefore fails to attract the attention of the departmental authorities who usually conduct exams. Apart from this, such a poorly drafted report not even gets proper attention from its readers as well. Eventually, it leads to poor impression, and the possessor of such a report usually scores low marks in projects.Therefore, the prime objective of this article is to provide a project report format that is based on a standard level, and the one which is rigorously drafted in accordance with the subject standards after deep analysis, study and interpretation of the finest final year projects and their project reports.

The Structure of Page Arrangements for the Project Report

The sequel of pages and their hierarchical arrangement play a pivotal role in structuring the project report properly and interlinking the vital elements of the report in the best possible format.Therefore, the best structure and format that has been devised after extensively selecting studying, analyzing and structuring myriad and versatile project reports include the following sequel of elements:

1. Title & Cover Page
2. Declaration
3. Approval or Certification
4. Acknowledgements
5. Abstract or Executive Summary
6. Table of Contents

7. List of Figures

8. List of Tables

9. List of Symbols and Abbreviations

10. Introduction

11. Body of the Project & the Chapters

12. Experiments and Results

13. Conclusion and Recommendations

14. Future Scope

15. References

16. Appendices

In the above structure, the first nine pages are known as preliminary pages, and are usually numbered with the Roman numerals as I, II, III, IV, and so on, except the title page.

All the contents of the project report should be in 'Times New Romans' font, and the size should be 12 throughout. All the text should be left with the 'justified' option with line spacing of 1.5, but for the Captions single spacing should be opted. The length of the overall document should be around 80 to 100 pages for it to be an effective project report.

Typical Format of the Project Report

Title page

All the letters of the title page must be capitalized, and the title page should not contain page numbers. The other aspects of the title page like the title should be like a report, and should contain the name of the organization to which the project is intended to be submitted.

Next, the course name should be followed by the student's name, his roll number, guide's name and designation, and at the end of the title page, organization's logo and address should be written, as shown in the above figure.

Declaration and Approval

The declaration is a statement written by the student who declares that he or she has sincerely completed his or her project. The declaration statement concludes with the signature of the student. The Approval page is also a confirmation from the head of the department, guide, and external examiner about their acceptance of the project. The approval page is endorsed with the signatures of the heads confirming their approval of the project.

Acknowledgement

The acknowledgement page depicts the gratitude, respect and thankfulness of the student towards the people who helped him in pursuing the project successfully and ensured successful completion and implementation of the project. In this page, the author expresses his gratitude and concern by using praising and thanksgiving words.

Abstract

Abstract represents a summarized report of the complete project in a very concise and informative format covering main objective and aim of the project, the background information, processes and methods used, and methodologies implemented, followed with a brief conclusion of two to three lines talking about the results and scope of the project.

The entire abstract of a project report should be written in about 250 to 350 words, and therefore, should not exceed any further.

Table of Contents, List of Figures and Tables

Table of contents provides a complete sketch of the title, subtitles, headings, topics and the project elements that are involved in those headings. In other words, different sections and their titles are included here.

The whole project report in a nutshell is made known in the table of contents section, and therefore, it should include the titles of the first, second and third level headers, and must give a clear picture of the report to the reader.

Similarly, a list of figures and tables helps the reader to locate diagrams, charts and tables in the document, and therefore, it should be numbered accordingly by chapter and page number. It is not necessary to indicate page numbers for symbols and abbreviations used in the document.

The Main Body of the Project

The main body of the project should comprise several chapters with the corresponding titles, and each page within these chapters must be numbered in numerals as page numbers. The usual way of presenting these chapters is given below.

Chapter 1: Introduction chapter. This chapter should contain brief background information about the project, the methodology implemented for problem solving and the outlines of the results and future scope of the project. It rarely contains drawings and graphical illustrations.

Chapter 2: Chapter of Literature Review. It evaluates the current work with the previous one. It depicts the current implementations that overcome the previous problems and limitations of the

project, and draws the attention and focus on the foreknowledge work that would be conducted based on the ongoing work at present. It must be clear and simple to understand.

Chapter 3-4 or 5: These chapters describe the overall in-depth information about the project. These chapters also involve the basic theoretical information about each and every component & aspect of the project, such as circuit design, simulation implementation and modeling, software implementation, statistical analysis and calculations done, results gained, and so on.

The appropriate information should always be accompanied with pictorial representations, tabular demonstrations, diagrams, flow charts, visible graphs, Images, photos other representations and depictions of the project, along with simulation results with good resolution and clarity.

Conclusion and Recommendations

The conclusion and recommendations part summarizes the whole report by highlighting all the chapters and their significance and the importance of the project and about the achievements.

The Recommendations are interlinked with conclusion. The conclusion drawn from the project report can be further implemented in the recommendation section to overcome the constraints of the project.

Referencing and Appendices

The project report must be considered as a very standard report, and therefore, it should follow all rules, guidelines and protocols of gathering and presenting information, and implementing that and drawing conclusions out of it.

All these activities require appropriate and authentic sources of information and that particular information must be referenced or cited according to the copyrights and other guidelines. Therefore, to make the report original, it should be free from plagiarism and must follow standard citations and guidelines of citations to represent the reference names.

The appendices of a project report should be written in Times New Roman format of font size 10, and it should contain the information which is appropriate and added to the main text like Embedded C program code, raw data, and so on.

These are the exceptional and very informative guidelines about drafting a project report along with a very simple, user-friendly project report format for those students who are earnestly seeking project report format.