**Certificate**

### Certified that Name of student has carried out the Project work presented in this report entitled

### “Title of Project…………….”

### for the B.Tech. ( Computer Science & Engineering ) Fourth Year (Eight Semester) from

### Babu Banarasi Das National Institute of Technology & Management, Lucknow

### under my supervision. The report embodies result of original work and studies carried out by Student himself and the contents of the Project do not form the basis for the award of any other degree to the candidate or to anybody else.

(*Name of Project Guide*)

Designation:

Address:

 Date:

MANUAL FOR PREPARATION OF PROJECT REPORT

**(Prescribed Format and Specification)**

1. **GENERAL:**

The manual is intended to provide broad guidelines to the PROJECT REPORT Scholars in the preparation of the Project. In general, the Project shall report, in an organized and scholarly fashion, an account of original project work of the project team leading to the discovery of new facts or techniques or correlation of facts already known (analytical, experimental, hardware oriented etc) and demonstrating a quality as to make a definite contribution to the advancement of knowledge and the research scholar’s ability to undertake sustained research and present the findings in an appropriate manner with actual accomplishments of the work plainly stated and honestly appraised.

**2.** **NUMBER OF COPIES TO BE SUBMITTED FOR EVALUATION:**

 Project : Two copies are to be submitted to the Department.

1. **SIZE OF PROJECT**:

The size of Project should not exceed 100 Pages of typed matter reckoned from the first page of Chapter 1 to the last page of the Appendix.

**3.** **ARRANGEMENT OF CONTENTS OF PROJECT:**

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

1. Cover Page & Title Page
2. Bonafide Certificate
3. Abstract
4. Acknowledgement
5. Table of Contents
6. List of tables
7. List of Figures
8. List of Symbols, Abbreviations and Nomenclature
9. Chapters I, II , ……..
10. Appendices
11. References
12. Curriculum Vitae

The Tables and figures shall be introduced in the appropriate places.

**4. PAGE DIMENSIONS AND MARGIN:**

The dimensions of the final bound 2 copies report should be 290mm x 205mm. Standard A4 size (297mm x 210mm) paper may be used for preparing the copies.

The Project (at the time of submission) should have the following page margins:

Top edge : 30 to 35 mm

Bottom edge : 25 to 30mm

Left side : 35 to 40mm

Right side : 20 to 25 mm

The Project should be prepared on good quality white paper preferably no lower than 80gsm.

Tables and figures should be prepared on good quality paper preferably not lower than 80 gsm.

Tables and figures should conform to the margin specifications. Large size figures should be photographically or otherwise reduced to the appropriate size before insertion.

**5 MANUSCRIPT PREPARATION**:

The scholar shall supply a typed copy of the manuscript to the guide for his/her purpose of approval. In the preparation of the manuscript, care should be taken to ensure that all textual matter is typewritten to the extent possible in the same format as may be required for the final Project.

Hence some of the in formation required for the final typing of the Project is included also in this section.

The headings of all items 2 to 12 listed in section 4 should be typed in capital letter without punctuation and centered 50mm below the top of the page. The text should commence 4 spaces below this heading. The page numbering for all items 1 to 8 should be done using lower case Roman numerals and the pages thereafter should be numbered using Arabic numerals.

**5.1 Cover Page & Title Page-** A specimen copy of the Cover page & Title page for Project are given in Annexure I.

**5.2 Bonafide Certificate-** The Bonafide Certificate shall be in double line spacing using Font Style Times New Roman Font Size 14, as per the format shown in Annexure II.

 The certificate shall carry the supervisor’s signature ands shall be followed by the supervisor’s name, academic designation (not any other responsibilities of administrative nature), department and full address of the institution where the supervisor has guided research scholar. The term **‘SUPERVISOR’** must be typed in capital letters between the supervisor’s name and academic designation.

**5.3 Abstract-** Abstract should be an essay type of narration not exceeding four pages outlining the research problem, the methodology used fro tacking it an a summary of the findings, when typed double line spacing, font Style Times New Roman and Font Size 14.

**5.4 Acknowledgement-** The Acknowledgement shall be brief and should not exceed one page when typed in double spacing. The scholar’s signature shall be made at the bottom end above his./ her name typed in capitals.

**5.5 Table of contents-** The table of contents should list all material following it as well as nay material which precedes it. The title page, Bonafide Certificate and Acknowledgement will not find a place among the items listed in the Table of Contents but the page numbers in lower case Roman letters are to be accounted for them. One and a half spacing should be adopted fro typing the manner under this specimen copy of the Table Contents for Project is given in Annexure III.

**5.6 List of Table-** The list should use exactly the same captions as they appear above the tables in the text. One and a half spacing should be adopted for typing the matter under this head.

**5.7 List of Figures-** The list should use exactly the same captions as they appear above the tables in the text. One and a half spacing should be adopted for typing the matter under this head.

**5.8 List of Symbols, abbreviations and Nomenclature-** One and a half spacing should be adopted for typing the matter under this head. Standard symbols, abbreviations etc. should be used.

**5.9 Chapters-** The chapters may be broadly divided into 3 parts (i) Introductory chapter, (ii) Chapters developing the main theme of the Project, (iii) Results, Discussion and Conclusion.

 The main text will be divided into several chapters and each chapter may be further divided into several divisions and sub- divisions.

* + - Each chapter should be given as appropriate title.
		- Tables and figures in a chapter should be typed single space and placed directly underneath in the very same page, which refers to the material they annotate.
		- Footnotes should be used sparingly. They should be typed single space and placed directly underneath in the very same page, which refers to the material they annotate.

**5.10 Appendices-** Appendices are provided to give supplementary information, which if included in the main text may serve as a distraction and could the central theme under discussion.

 Appendices should be numbered using Arabic numerals, e.g. Appendix 1, Appendix 2, etc.

* + - Appendices, Tables and references appearing in appendices should be numbered and referred to at appropriate places just as in the case of chapters.
		- Appendices shall carry the title of the work reported and the same title shall be made in the contents page also.

**5.11 List of Reference-** Any work of other researchers, if used either directly or indirectly, the origin of the material thus referred to at appropriate places in the Project should be indicated. A paper, a monograph or a book may be designed by the name of the first author followed by the year of publication, placed inside brackets at the appropriate places in the Project should be indicated. A paper, a monograph or a book may be inside brackets at the appropriate place of reference. The citation may assume any one of the following forms.

 The author publications during the period of research not be included in the references and can be separately mentioned as in 6.10.

 **REFERENCES**

1. Ariponnammal S. and Natarajan S. (1994) ‘ Transport Phenomena of Sm Se 1-x Asx’ Pramana-Journal of Physics Vol. 42 No. 5pp. 421-425.
2. Barnard R.W. and Kellogg C. (1980) ‘Applications of Convolution operators to problems in univalent function theory. Michigan Mach. J., Vol 27, pp 81-94.
3. Jankins G.M. and Walts D.G. (1968), Spectral Analysis and its Applications’ Holder Day, Sanfrancisco.
4. Shin K.G.and Mckay N.D. (1984) ‘Open loop minimum time control of mechanical manipulations and its applications’, Proc. Amer Contr. Conf., San Diego, CA, pp. 1231-1236.

**5.12 Curriculum Vitae-** A Vitae mentioning the salient potentialities of the author shall be made at the end of the Project and shall be made in **three** paragraphs.

 The Vitae shall be prepared in double spacing and shall be restricted to a single page.

**5.13 Tables and figures-** By the word Table, is meant tabulated numerical data in the body of the Project as well as in the appendices. All other non-verbal material used in the body of the Project and appendices such as charts, graphs, maps, photographs and diagrams may be designated as figures.

* + - A table or figure including caption should be accommodated within the prescribed margin limits and appear on the page following the page where their first references is made.
		- Table and figures on half or less in length may appear on the same page along with the text. However, they should be separated from the text both above and below by triple spacing.
		- All tables and figures should be prepared on the same paper or material used for the preparation of the rest of the spacing.
		- For preparing captions, numerals, symbols or characters in the case of table or figures, the Computers should be enclosed.
		- Two or more small tables or figures may be grouped if necessary in a single page.
		- Wherever possible, the entire photographs(s) may be reproduced on a full sheet of photographic paper.
		- Photographs if any should be included in the colour Xerox from only. More than one photograph can be included in a page.
		- Samples of Fabric, Leather, etc., if absolutely necessary may be attached evenly in a page and fixed/ pasted suitably and should be treated as figures.

**6. TYPING INSTRUCTIONS**

* 1. **General** This section includes additional information for final typing of the Project. Some information given earlier under ‘Manuscript preparation shall also be referred. The impression on the typed/ duplicated/ printed copies should be black in colour. If Computer Printers are used uniformly of the font in the same Project shall observed.

Certain symbols characters or markings not found on a standard typewriter may be hand written using Indian ink or a Stylus pen (in case stencil sheets are used). Corrections, interlineations and crossing out of letters or words will not be permitted in any of the copies of the Project intended for submission. Erasures, if made, should be neatly carried out in all copies.

A sub-heading at the bottom of a page must have at least two full lines below it or else it should be carried over to the next page.

 The last word of any page should not be split using a hyphen.

One and a half spacing should be used for typing the general text. The general text shall be typed in font Style Times New Roman and Font Size 14.

Single spacing should be used for typing:

* 1. Long Tables
	2. Long quotations
	3. Foot notes
	4. Multilane captions
	5. References

All quotations exceeding one line should be typed in an indented space- the indentation being 15mm from either margin.

**6.2 Chapters**

The format for typing Chapter headings Divisions headings and sub-division headings are explained through the following illustrative examples.

Chapter headings : CHAPTER 1

INTRODUCTION

Division heading : 1.1 OUTLINE OF PROJECT

Sub-division heading : 1.1.2 Literature review.

The word CHAPTER without punctuation should be centered 50mm down from the top of the page. Two spaces below, the title of the chapter should be typed centrally in capital letters. The text should commence 4 spaces below this title, the first letter of the text starting 20mm, inside from the left hand margin.

The division and sub-division captions along with their numberings should be left-justified. The typed material directly below division or sub-division headings should commence 2 spaces below it and should be offset 20mm from the left hand margin. Within a division or sub-division paragraphs are permitted. Even paragraph should commerce 3 space below the last line of the preceding paragraph, the first letter in the paragraph being offset from the left hand margin by 20mm.

**7. NUMBERING INSTRUCTIONS**

**7.1 Page Numbering**

All pages numbers (numeric value) should be typed without punctuation on the upper right hand corner 20mm from top with the last digit in line with the right hand margin. The preliminary pages of the Project (such as Title page, Acknowledgement, Table of Contents etc.) should be numbered in lower case Roman numerals. The title page will be numbered as (i) but this should not be typed. The page immediately following the title page shall be numbered (ii) and it should appear at the top right hand corner as already specified. Pages of main text, starting with Chapter 1 should be consecutively numbered using Arabic numerals.

**7.2 Numbering of Chapters, Division and Sub-divisions.**

The numbering of Chapters, division and sub-divisions should be done using Arabic numerals only and further decimal notation should be used for numbering the divisions and sub-divisions within a chapter. For examples sub-division 4 under division 3 belonging to chapter 2 should be numbered as 2.3.4. The caption for the sub-division should immediately follow the number assigned to it.

Every chapter beginning with the first chapter should be serially numbered using Arabic numerals. Appendices included should also be numbered in an identical manner starting with Appendix 1.

**7.3 Numbering of Tables and figures**

Tables and figures appearing anywhere in the Project should, bear appropriate numbers. The rule for assigning such numbers is illustrated through an examples. Thus, if a figure in Chapter 3, happens to be the fourth then assign 3.4 to that figure. Identical rules apply for tables except that the word figure is replaced by the word Table. If figures (or tables) appear in appendices then figure 3 in Appendix 2 will be designated as figure A 2.3. If a table to be continued into the next page this may be done, but on line should be drawn underneath an unfinished table. The top line of table continued into the next page should, for example read Table 2.1 (continued) placed centrally and underlined.

**7.4 Numbering of Equations**

Equations appearing in each Chapter or Appendix should be numbered serially, the numbering commencing a fresh for each Chapter or Appendix. Thus for Example, an equation appearing in Chapter 2, if it happens to be the eighth equation in that Chapter should be numbered ( 2.8) thus:

 Vc 2

fc = k

 Vc + Vw +Va (4.4)

While referring to this equation in the body of the Project it should be referred to as Equation (4.4).

**8. BINDING SPECIFICATIONS**

* Project submitted for (2 copies) should be bound using book binding for final year project, Spiral Binding for third Mini Project.
* Color of Front Page : Black with golden letters
* Side Bar

Lower Portion Upper Portion

|  |  |  |  |
| --- | --- | --- | --- |
| **Univ Roll No.1****Univ Roll No.2****Univ Roll No.3** | **Univ Roll No.4****Univ Roll No.5** | **Title of Project** | **2009-10** |

## ANNEXURE III

( A typical Specimen of Table of Contents)

<Font Style Times New Roman- size-14>

### TABLE of CONTENTS

**CHAPTER NO. TITLE PAGE NO.**

 **ABSTRACT iii**

 **LIST OF TABLES xvi**

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 **LIST OF SYMBOLS, ABBREVIATIONS xxviii**

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* 1. USE OF INDUSTRIAL EASTE IN CONCRETE-MAKING **2**
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		1. Beneficiation Ceramic Waste **12**
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