

NOTE: - PLEASE MAKE SURE THAT YOU READ THIS DOCUMENT COMPLETELY BEFORE YOU BEGIN WITH THE DOCUMENTATION.

An important point to remember is that the report should describe *your* work. Large chunks of bookwork describing standard material are unnecessary. You should simply refer to such material where necessary – assume that your reader is a competent computer or information systems theorist or practitioner. You may also cite web sites as sources, if suitable. However, keep in mind that web sites may often contain incomplete or wrong information and in general textbooks or papers are a better reference and show that you have done a more extensive literature review than just searching for some keywords on the Internet.

Arranging Material and Structuring the Project Report

You should consider, at the beginning of your project, what you need to do to solve the problem you have chosen to address. This will then inform choices about the structure of your report; your written report needs to be both a “narrative” (telling the story of your project) and an “argument” (providing a logical justification of the steps you have undertaken to solve your chosen problem). Once you have started to gather material you can begin to arrange it in a form which can then be refined into the final project report, though the outline chapter headings shown below will serve as a good guide in the early stages of your work.

All good project reports whatever their subject, follow certain well-established conventions and have a similar overall shape. They generally consist of a main body surrounded by other information (presented in appropriate formats) that support it in various ways. Some of these are mandatory, others are optional.

Figure 1.1 below shows an example of the layout we suggest for a project which implements a piece of software.

You should vary the titles of the sections if these are inappropriate for your project – your supervisor is the best person to guide you on this. For the moment we will concentrate on the main body of the report and leave the supporting information until later. We recommend that you do the same when writing your report, though you should have a plan for your final report which will guide you on what material you should be retaining for eventual inclusion.

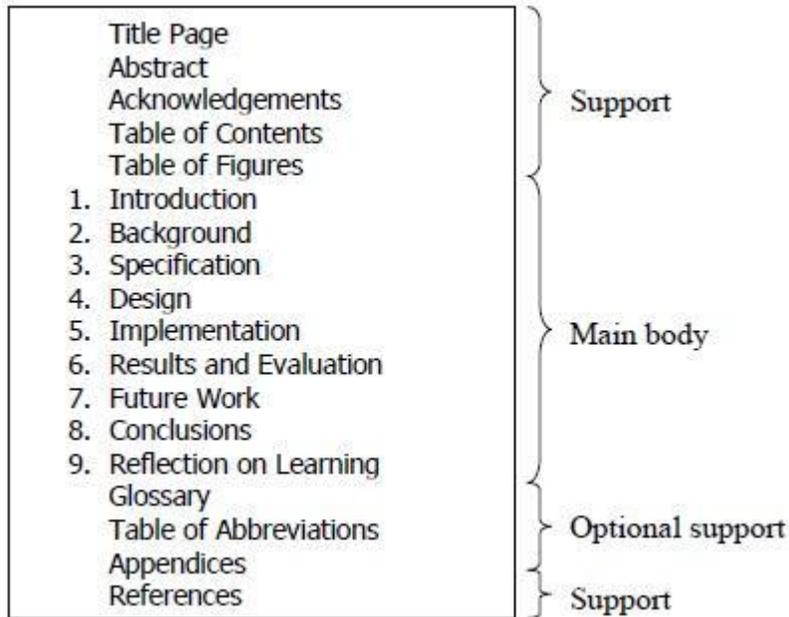


Fig. 1.1 Suggested report structure for a project which implements a piece of software.

In Design Phase you should make extensive use of diagrams, such as entity-relationship diagrams, UML diagrams, state charts, or other pictorial techniques, based on the Methodology (Life Cycle/ Development Cycle) you have used to develop your project.

The **Implementation section** is similar to the Specification and Design section in that it describes the system, but it does so at a finer level of detail, down to the code level. This section is about the realisation of the concepts and ideas developed earlier. It can also describe any problems that may have arisen during implementation and how you dealt with them.

Do *not* attempt to describe all the code in the system, and do *not* include large pieces of code in this section. Complete source code could be provided separately, if asked by the university for submission along with project report else not needed. Instead pick out and describe just the pieces of code which, for example:

- ☐ are especially critical to the operation of the system;
- ☐ you feel might be of particular interest to the reader for some reason;
- ☐ illustrate a non-standard or innovative way of implementing an algorithm, data structure, etc..

You should also mention any unforeseen problems you encountered when implementing the system and how and to what extent you overcame them. Common problems are:

- ▣ difficulties involving existing software, because of, e.g.,
 - o its complexity,
 - o lack of documentation;
- ▣ lack of suitable supporting software;
- ▣ over-ambitious project aims.

A seemingly disproportionate amount of project time can be taken up in dealing with such problems. The Implementation section gives you the opportunity to show where that time has gone.

Results and Evaluation section gives you an opportunity to present a critical appraisal of the project as a whole. This could include, for example, whether the methodology you have chosen and the programming language used were appropriate.

It is quite likely that by the end of your project you will not have achieved all that you planned at the start; and in any case, your ideas will have grown during the course of the project beyond what you could hope to do within the available time. The Future Work section is for expressing your unrealised ideas. It is a way of recording that “I have thought about this”, and it is also a way of stating what you would like to have done if only you had not run out of time¹. A good Future Work section should provide a starting point for someone else to continue the work which you have begun.

Conclusions section should be a summary of the aims of project and a restatement of its main results, i.e. what has been learnt and what it has achieved. An effective set of conclusions should not introduce new material. Instead it should briefly draw out, summarise, combine and reiterate the main points that have been made in the body of the project report and present opinions based on them.

The Conclusions section marks the end of the project report proper. **Be honest and objective in your conclusions.** 4

Reflection should focus on what Argyris calls “double loop learning”; this is where we identify, not relatively “simple skills”, such as the mastery of a new programming language, but the impact of what we have done on the assumptions, concepts and ideas we used to make decisions about our work. For example, a “reflective practitioner” would try to identify the characteristics of the problem that has been addressed, and consider whether assumptions or decisions about the relevant approach to solving that problem had been appropriate, in order to make a better decision in relation to problems that might be encountered in the future.

It *may* be desirable to provide a **Bibliography section** separately from the reference section. In general, references are those documents/sources cited within the text. The bibliography lists documents which have informed the text or are otherwise relevant but have not been explicitly cited.

References should be listed in alphabetical order of author’s surname(s), and should give sufficient and accurate publication details. For example,

Chikofsky, EJ, Cross, JH. 1990. Reverse Engineering and Design Recovery: A Taxonomy. IEEE Software, 7(1):13-17.
Date, CJ. 2000. An Introduction to Database Systems, 7th Edition. Addison-Wesley.
are acceptable references.

There are various conventions for quoting references. For example, you can quote the name of the author and the year of publication, e.g.

For more information see [Chikofsky et al, 1990]. A more detailed description is given by Date [2000].

There are several other variations. For example, some authors prefer to use only the first three or four letters of the name, e.g. [Chi1990] or just to number the references sequentially, e.g. [3]. It can be helpful to the reader if, for books and other long publications, you specify the page number too, e.g. [Date 2000, p. 23].
Whatever convention you choose, **be consistent**.

Whatever style of referencing you adopt, it is critical that you are assiduous in acknowledging the sources you have used.

In **summary**, you need to ensure that you have clearly assessed the relevance of referenced material to the development of your position, or your argument, and demonstrated that you are justified in taking this material to be authoritative.

In Writing Project Report there are rules you can follow which may make the task easier and which will certainly improve the quality of your writing, but unfortunately there are rather a lot of these and in a guide of this size we can only offer a few pieces of general advice:

- ☐ keep your potential readership in mind;
- ☐ identify commonality;

- ☐ use sections and subsections both to structure your work and to provide appropriate breaks for the reader;
- ☐ do not include “padding”; include only what is necessary to “tell the story” and justify your work;
- ☐ follow appropriate academic and professional stylistic conventions. We recommend that you read journal papers relevant to the general area of your project, as well as project reports held in the library; this is a normal research activity.

The project report's structure does not necessarily dictate the order in which you write it. If you want you can start by writing the Introduction, then the Background section, and so on, but this is up to you. Some people start by writing the Introduction first which gives direction to writing the other sections, but others prefer to leave writing the Introduction until last, as projects rarely turn out as planned. We recommend that you start with the middle sections, then write the Introduction (guiding the reader to what they will find in the report), then the

Conclusions (bringing the report together at the end) and Reflection, and finally the Abstract (summing up the entire report). However you tackle the writing up, I recommend that you:

- ☐ write as you go along, rather than leaving all the writing until last (writing takes longer than you think, and is best done when the ideas remain fresh in your mind);
- ☐ leave time for someone you trust to proof-read your work, and for you to correct errors (it is not your supervisor’s responsibility to correct your written English);
- ☐ read your work *out loud* to yourself. There are many advantages to this, not least the realisation that if you run out of breath your sentences are probably too long. Mainly, however, if you read “silently”, you will tend to read what you meant to write, rather than what you have in fact written, and will run the risk of missing errors.

Stylistic Conventions

Literal Text

Note that using more than a few different character fonts, styles or sizes can make text look very untidy. Generally we recommend to use, e.g., Times New Roman/ Calibri/ Cambria or serif font 6

for the main text (or a sans-serif font, if you prefer), a fixed-width font for literal texts as above, and optionally one sans-serif font for headings and captions (this can also be the same font used for the main text). Emphasis can be indicated by italics or stronger using bold text. If you use more fonts you should have a very good reason for this to support the content.

Supporting Material

A project report consisted of a main body plus other supporting material that surround and support the body. There are well established conventions governing the purpose and format of these supporting structures which we will describe now. The structures include, in order of appearance in the project report:

- ☐ The title page.
- ☐ The Certificate.
- ☐ The acknowledgements; (Optional)
- ☐ A table of contents;
- ☐ A table of figures.
- ☐ The Abstract.

Then comes the main body of the project report, and this is followed possibly by (all optional):

- ☐ A glossary;
- ☐ A list of abbreviations;
- ☐ One or more appendices;
- and finally
- ☐ The references and bibliography.

Each of the elements listed above should begin on a new page. All pages should be numbered, with page 1 being the first page of the Introduction. The pages preceding the Introduction should be given Roman numerals (i, ii, iii, iv, etc).

The Title Page

The title page should be the first page of the report and should normally include:

- ☐ The title of the project report;
- ☐ The name of the author;
- ☐ The name of the project supervisor;
- ☐ The qualification for which the project report is a part;
- ☐ The name of the school and institution, e.g. Department of Computer Science, Iqbal Institute of Technology and Management.
- ☐ The date of completion of the project report.

The title itself should be short, yet should aim to describe the contents of the project report as accurately as possible. 7

Acknowledgements

This optional section should be used to record indebtedness for the use of facilities or help from particular sources. You should mention any organisations who have helped you while you have been carrying out the project.

The Table of Contents and Table of Figures

The table of contents gives the reader a view of the detailed structure of the report, by giving section and subsection headings and associated pages.

If your project report contains many figures or it refers to the same figure many times you should consider listing them along with their page numbers in a table of figures.

The Abstract

This is a summary of the report. It must be less than 300 words long. It should give enough information to allow a potential reader to decide whether or not the report will be of interest to them. It should briefly describe the main ideas of the report, including the aims and conclusions. It should be both self-contained and self-explanatory, and it should not say anything not mentioned in the rest of the report (for this reason it is usually written last).

FORMAT OF COVER PAGE (hard bound black color with golden engraved letters)

TITLE OF PROJECT REPORT

**Project Report Submitted in Partial fulfillment of the
requirement for the award of the degree of Masters in
Computer Applications(MCA)**

**BY
Name of Student's
Univ. Registration No.'s**

Logo of the college

**Name of the College/Campus
Affiliated to University of Kashmir,
Hazratbal, Srinagar, Kashmir, 190006**

Month, Year

(e.g. JUNE, 2014)

FORMAT FOR inside COVER PAGE

A PROJECT REPORT ON

TITLE OF PROJECT

**SUBMITTED IN PARTIAL FULFILLMENT FOR AWARD OF
MASTER'S DEGREE
IN
COMPUTER APPLICATION**

**BY
NAME OF STUDENTS
Reg. NO**

**UNDER THE GUIDANCE OF
NAME OF GUIDE**

Logo of the college

**Name of the College/Campus
Affiliated to University of Kashmir,
Hazratbal, Srinagar, Kashmir, 190006**

**Month, Year
(e.g. JUNE, 2010)**

Certificate

Certified that **Name of student** has carried out the project work presented in this report entitled **"Title of Report....."** for the award of **Master of Computer Application** from University of Kashmir under my supervision. The report embodies result of work and studies carried out by Student himself/herself(strike out which ever is not applicable) and the contents of the report do not form the basis for the award of any other degree to the candidate or to anybody else.

Date:

(Name of External Guide(if any))

Designation:

Name of Organization:

Address:

(Name of Internal Guide)

Designation:

Name of Organization:

Address:

Numbering Of Chapters, Sections and Sub-Sections.

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 example sub-division 4 under division 3 belonging to chapter 2 should be numbered as 2.3.4;

Numbering Of Equations

Equations Appearing In Each Chapter Should Be Numbered Serially, The Numbering Commencing Fresh For Each Chapter Or Appendix. For Example, an Equation In Chapter 2, If It Happens To Be The Eight Equations In Chapter 2, Should Be In Numbered (2.8). While Referring This Equation In The Body Of The Report It Should Be Referred To As Equation (2.8).

List of References

Any Work of Other Researchers, If Used Either Directly of Indirectly, the Origin of the material thus referred to at appropriate place in the report should be indicated. The citation may assume any of the standard from (preferably IEEE).For more details the students may contact their respective guides.

Page Dimensions and Margin

The dimensions of the final bound copies of report should be standard A4 size (297 mmx210mm) paper may be used for preparing the copies. The project report (at the time of submission) should have the following page margins:

Top and Bottom edge : 25 mm (1inches)
Left and right side : 32 mm (1.25inches)

Page Numbering

All page numbers should be typed at the center of page at the bottom. The preliminary pages of the report (such as Title page, Acknowledgement etc) should be numbered size of report:

The size of report should not exceed 150 pages of typed matter reckoned from the First page of Chapter 1 to the last page of the appendix.

Binding Specifications

Text:

The text should be typed in 12 font size Time New Roman style in one and a half spacing on one side of A4 size page (Executive Bond) only. The Captions for figures should be typed at the bottom e.g. 4th figure in chapter 3 should be captioned as fig. 3.4 Title of figure. The captions for tables should be typed at its top e.g. 7th table in Chapter 3 should be captioned as Table 3.7 Title of table.

Arrangement of Contents of Project Report:

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

1. Cover Page & Title
2. Project Guide
3. Certificate
4. Abstract
5. Acknowledgement
6. Keywords
7. Introduction
8. Problem-Definition
9. Problem Solving Methodology
10. Design and Analysis
11. Standards used
12. Test & Evaluation
13. Future Scope
14. Conclusion
15. References(in IEEE format[if any])

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Report submitted (2 copies) should be bound in **BLACK color** hard rexin binding with **golden** engraved letters. The side/face of thickness of report should have the surname of the students, and month of submission at top and bottom edge respectively.

Number of Copies to be Submitted

Two copies PER STUDENT (one for central library and one for departmental library) are to be submitted as per the notice, to the department.