

**FORMAT FOR THE PROJECT REPORT & GENERAL GUIDELINES**

- 1) All sheets are to be A4 size.
- 2) The Text in all the chapters shall be in Times New Roman 12 Font, Regular, Justified with line spacing of 1.15.
- 3) The margins shall be as follows:
 

Top & Bottom: 0.8 inches; Left: 1 inch, Right: 0.5 inches
- 4) One extra line spacing should be left in between paragraphs.
- 5) All Chapter headings are to be centred in the Font Times New Roman 14 size Bold.
- 6) All headings of section shall be in Times New Roman 12 Bold
- 7) All sub-section headings shall be in Times New Roman , size, 12, Bold, Italic.
- 8) All minor sub-section headings shall be in Times New Roman , size, 12, Regular.
- 9) It is advised that the sections and sub- sections are to be limited to 3<sup>rd</sup> level
  - I. Zero Level - Chapter Headings
  - II. First Level - Main sections in each chapter : to be numbered as 1.1, 1.2, 2.1, 3.1 etc.
  - III. Second level - Sub- sections in each section : to be numbered as 1.1.1, 1.2.2, 2.1.3, 3.2.1 etc.
  - IV. Third level - Minor sub-sections ie., sections in sub-sections. : to be numbered as 1.1.1.1, 1.2.2.1, 2.1.3.2, 3.2.1.4 etc. - to be avoided to the extent possible.
- 10) All the references / Bibliography are to be listed at the end, arranged in the chronological order and are to be numbered 1, 2, 3.....etc.
- 11) The reference No. should be given as superscript in the report where ever they appear.
- 12) All the figures are to be numbered as Fig. 1.1, Fig. 2.3 etc indicating the chapter No and the sl. No. of the figure in that chapter. The title of the figure should at the bottom of the figure and should be numbered as shownbelow.
 

Fig. 1.1 Study Area Fig. 2.1 Definition Sketch Fig. 3.2 Experimental Setup etc...
- 13) All the figures are to be preferably placed at the end of each chapter. Alternatively they can be placed after the page where they are first referred. Uniformity should be maintained and under no circumstances these two alternatives indicated should be mixed.
- 14) All the tables are to be numbered as TABLE - 1.1, TABLE - 2.3 etc indicating the chapter No and the sl. No. of the table in that chapter. The title of the table should be at the top of the table.

TABLE 1.1 - LAND USE / LAND COVER CLASSIFICATION FOR CATCHMENT AREAS

15) Any data / table / figure borrowed from external agency / outside source should be indicated clearly. An example is given below.

TABLE 1.1 - LAND USE / LAND COVER CLASSIFICATION FOR CATCHMENT AREAS  
(Source: Technical guidelines for preparation of Ground water prospects maps. - NRSA, 2000)

| LEVEL – I            | LEVEL – II              |
|----------------------|-------------------------|
| 1. BUILT-UP LAND     | 1.1 TOWN /VILLAGE       |
| 2. AGRICULTURAL LAND | 2.1 KHARIFF UNIRRIGATED |
|                      | 2.2 KHARIF IRRIGATED    |
|                      | 2.3 DOUBLE CROP         |

16) The No. of chapters should be limited to 5 to the extent possible. The division of report in different chapters is to be arranged as suggested.

- i. Chapter I – Introduction : Containing introduction to the area of study, its relevance to practical field and importance of the study proposed.
- ii. Chapter II – Brief background of the problem, Earlier works / studies on this type of problem and the lead points for taking the present work, Objectives of the proposed study, Identification and exact definition of the problem
- iii. Chapter III – Methodology adopted, data collection, Experiments / Analytical Computations and tools used
- iv. Chapter IV – Results, Interpretation of results, inferences from the results and analysis
- v. Chapter V – Summary, Conclusions and scope for Further Study – The scope for future study should be specified here. In case of Minor Project, the report should contain how the work is proposed to be extended and the stages of work along with the tasks to be taken up during the course of Major Project.

17) In case of Minor Project, the no. of chapters may be reduced to four with a chapter on introduction (Chapter-I), the definition of the problem, the overall methodology, tasks carried out (Chapter -II) and the data collection, the experiments / analysis, results working drawings (Chapter -III), Summary conclusions and Scope for extension into major project (Chapter - IV)

18) Foot notes are to be avoided to the extent possible.

19) Title page of the hard bound copy shall be same as the cover page.

20) The cover page, the certificate, acknowledgements and other preliminary sheets shall be as per the specifications given here and are to be arranged as given here. Sample sheets are enclosed for guidance. Page numbers are to be at the bottom middle of the line.

21) The No. of copies to be submitted to the HOD (Both Minor & Major Project) are : 4 (Hard Bound Printed ) +1 (Soft Copy) (Both in Word Format & PDF Format). Minor Project shall be Soft Bound. Spiral Binding not allowed.

22) The specimens are prepared keeping in view JITM. The students of CIT shall change the college name accordingly.

**FORMAT FOR COVER PAGE**

[Cover Page: Paper: A4; Margins Top & Bottom: 0.8 inches; Left: 1 inch, Right: 0.5 inches]

**TITLE OF PROJECT REPORT**

<Font Style; Times New Roman – Bold> <Font Size 18> <1.5 line spacing>

**A PROJECT REPORT**

<Font Size 14>

*Submitted by*

<Font Size 14><Italic>

**NAME OF THE CANDIDATE(S)**

<Font Size 16>

*in partial fulfillment for the award of the degree*

*of*

<Font Size 14> <1.5 line spacing> <Italic>

**BACHELOR OF TECHNOLOGY**

<Font Size 16>

*in*

-----

<Font Size 14>

<UNIVERSITY LOGO>

**DEPARTMENT OF -----**

<Font Size 12>

**JAGANNATH INSTITUTE FOR TECHNOLOGY & MANAGEMENT**

**PARALAKHEMUNDI**

< Font: Times New Roman-14, Bold>

**CENTURION UNIVERSITY OF TECHNOLOGY & MANAGEMENT::ODISHA**

<Font Size 14 Bold> <Single line spacing>

**MONTH & YEAR**

< Font: Times New Roman-14, Bold>

## **FORMAT FOR CERTIFICATE**

<Font Style Times New Roman>

**DEPARTMENT OF CIVIL ENGINEERING**  
**JAGANNATH INSTITUTE FOR TECHNOLOGY & MANAGEMENT**  
**PARALAKHEMUNDI -762001**

<Font Style Times New Roman – size -18, Line Spacing – 1.5>

### **BONAFIDE CERTIFICATE**

<Font Style Times New Roman – size -16>

<Body of Certificate: Font Times New Roman -14, 1.5 Line Spacing>

Certified that this project report “*Title of the Project (Capitalize Each Word except propositions and articles)*” is the bonafide work of “.....NAME **OF THE CANDIDATE(S).....**” who carried out the project work under my supervision. This is to further certify to the best of my knowledge, that this project has not been carried out earlier in this institute and the university.

<<Signature of the Supervisor>>

**SIGNATURE**

<Font Style Times New Roman – size -12, Bold>

<<Name of Supervisor>> **SUPERVISOR**

<Font Style Times New Roman – size -12, Bold>

<<Academic Designation>> **Professor / Associate Professor / Asst. Professor**

<Font Style Times New Roman – size -11, Bold>

*Certified that the above mentioned project has been duly carried out as per the norms of the college and statutes of the university*

<Body of Certificate: Font Times New Roman -14, Italic, 1.5 Line Spacing>

<<Signature of the Head of the Department>>

**SIGNATURE**

<Font Style Times New Roman – size -12, Bold>

<<Name>>

**HEAD OF THE DEPARTMENT**

<<Academic Designation>>

**Professor / Associate Professor / Asst. Professor**

<Font Style Times New Roman – size -11, Bold>

DEPARTMENT SEAL

**SPECIMEN COVER PAGE**

**PLANNING, DESIGN OF SPORTS COMPLEX AT JITM  
PARALAKHEMUNDI CAMPUS**

**A PROJECT REPORT**

*Submitted by*

**XXXXX. YYYYYY. ZZZ**

**XXXXX. YYYYYY. ZZZ**

**XXXXX. YYYYYY. ZZZ**

*in partial fulfillment for the award of the degree*

*of*

**BACHELOR OF TECHNOLOGY**

*in*

**CIVIL ENGINEERING**



**Centurion  
UNIVERSITY**

*Shaping Lives... Empowering Communities*

**JAGANNATH INSTITUTE FOR TECHNOLOGY & MANAGEMENT  
PARALAKHEMUNDI**

**CENTURION UNIVERSITY OF  
TECHNOLOGY&MANAGEMENT::ODISHA**

**DECEMBER 2012 / MAY 2013**

**SPECIMEN CERTIFICATE**

DEPARTMENT OF CIVIL ENGINEERING  
JAGANNATH INSTITUTE FOR TECHNOLOGY & MANAGEMENT  
PARALAKHEMUNDI -762001

**BONAFIDE CERTIFICATE**

Certified that this project report *Planning, Design of Sports Complex at JITM Paralakhemundi Campus* is the bonafide work of “.....NAME OF THE CANDIDATE(S).....” who carried out the project work under my supervision. This is to further certify to the best of my knowledge, that this project has not been carried out earlier in this institute and the university.

<<Signature of the Supervisor>>  
**SIGNATURE**

**(Dr. M. L. Narasimham)**  
**Professor of Civil Engg.**

*Certified that the above mentioned project has been duly carried out as per the norms of the college and statutes of the university*

**SIGNATURE**

**(Prof. V. B. Chandrasekhara Rao)**  
**HEAD OF THE DEPARTMENT**  
**Professor of Civil Engg.**

DEPARTMENT SEAL

## **SPECIMEN ACKNOWLEDGEMENT**

### **ACKNOWLEDGEMENTS**

I wish to express my profound and sincere gratitude to Prof. XXXXXX, Department of Civil Engineering, JITM Paralakhemundi, who guided me into the intricacies of this project non-chalantly with matchless magnanimity.

I thank Prof. YYYYYY, Head of the Dept. of Civil Engineering, JITM Paralakhemundi and Prof. ZZZZZ, DEAN, SOET JITM for extending their support during Course of this investigation.

I would be failing in my duty if I don't acknowledge the co-operation rendered during various stages of image interpretation by .....

I am highly grateful to ..... who evinced keen interest and invaluable support in the progress and successful completion of my project work.

I am indebted to ..... for their constant encouragement, co-operation and help. Words of gratitude are not enough to describe the accommodation and fortitude which they have shown throughout my endeavor.

X. XXXXXXXX

(A typical specimen of table of contents)

<Font Style Times New Roman> Size 11

## TABLE OF CONTENTS

| CHAPTER NO. | TITLE  | PAGE NO. |
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|             | LIST OF SYMBOLS / NOTATION   | ...      |
|             | ABSTRACT   | ...      |
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| 1.2.        | “Section Heading”  |          |
| 1.3.        | “Section Heading”  |          |
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| 1.4.        | “Section Heading”  |          |
| 1.4.1.      | “Sub-section Heading”  |          |
| 1.5.        | “Section Heading”  |          |
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| <b>2.</b>   | <b><i>CHAPTER – 2 FORMULATION OF PROJECT / IDENTIFICATION OF THE PROBLEM</i></b> |          |
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| 2.2.        | “Section Heading”  |          |
| 2.3.        | “Section Heading”  |          |
| 2.3.1.      | “Sub-section Heading”  |          |
| 2.4.        | General  |          |
| 2.5.        | “Section Heading”  |          |
| 2.6.        | “Section Heading”  |          |
| 2.6.1.      | “Sub-section Heading”  |          |



- 2.7. General
- 2.8. “Section Heading”
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- 3.1. General
- 3.2. “Section Heading”
- 3.3. “Section Heading”
  - 3.3.1. “Sub-section Heading”
- 3.4. General
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- 3.6. “Section Heading”
  - 3.6.1. “Sub-section Heading”
- 3.7. General
- 3.8. “Section Heading”
- 3.9. “Section Heading”
  - 3.9.1. “Sub-section Heading”
- 3.10. General

### **4. CHAPTER – 4 PROJECT WORK PART-II**

- 4.1. General
- 4.2. “Section Heading”
- 4.3. “Section Heading”
  - 4.3.1. “Sub-section Heading”
- 4.4. General
- 4.5. “Section Heading”
- 4.6. “Section Heading”
  - 4.6.1. “Sub-section Heading”
- 4.7. General
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- 4.9. “Section Heading”

## **5. CHAPTER – 5 SUMMARY, CONCLUSIONS & SCOPE FOR FURTHER STUDY**

5.1. General

5.2. “Section Heading”

5.3. “Section Heading”

5.3.1. “Sub-section Heading”

5.4. General

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5.6. “Section Heading”

5.6.1. “Sub-section Heading”

5.7. “Section Heading”

REFERENCES

ARRANGEMENT OF SHEETS OF PROJECT REPORT

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| 3. Acknowledgements | ii                 |
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The page Nos. of sheets before Chapter I are to be properly entered in Roman Nos. depending on the exact No. of pages under each item

|   |
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