



Mahatma Gandhi Govt. Engineering College

Kotla at Jeori, Distt Shimla, HP – 172101

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**Training and Placement Office**

## **Project Report Guidelines for MGGECE, Kotla at Jeori**

Industrial Project report is a written document submitted by the students on the project work/assignment carried by them. The report is a formal document. It should therefore be presented with a lot of care and thought. Before preparing the report, students should go through the following guidelines.

### **Guidelines for Industrial project report preparation**

Writing a report requires skills. It is a written presentation of the work, which tells about the project, methodology used, final findings and results, etc. It is not a document, which is meant only for the author. It is in fact a valuable record, which is often referred to by various persons working in that area. It is written to inform the reader and to acquaint him with the results arrived at and the conclusions reached. It is therefore essential to ensure that the report is written, organized and presented in such a manner that a reader has no difficulty in understanding it.

As mentioned earlier, a report is a formal piece of subject matter written for a specific purpose. It conveys information in an impartial and objective manner. The objective is to convey ideas and information and not to impress the reader. The following section provides a format and certain guidelines on how to write a report for project.

### **Appearance**

The size of the report should be such that it is easy to use and handle. For this purpose, the following points are worth noting:

- (a) Size: A4.
- (b) Writing of the Report: The report should be typed in 1.5 space on one side of the sheet and the pages should be numbered serially.
- (c) Margin: 3.5 cm on the left, 2.5 cm on the top, and 1.25 cm on the right and at bottom
- (d) Number of Copies: Two
- (e) Student must keep one copy for himself. *The report should be hardbound only.*
- (d) **Color of file cover: any preferably descent color**

**Note: Collective group reports will not be entertained.**

### **Elements (Inner matter)**

A formal report usually contains the following elements:

1. Cover
2. Title page
3. Certificate/Declaration
4. Acknowledgement
5. Abstract/ Graphical Abstract (if applicable)
6. Table of Contents
7. List of Tables
8. List of Figures

9. List of Appendices (if any)
10. Introduction
11. Literature survey
12. Main Text (Chapter-wise)
13. Conclusions and/or Recommendations
14. Bibliography

These elements are dealt in detail in the next section.

**Note: In the Industrial report, for 1 to 9 (as mentioned above), the page numbering should be in romans and thereafter from Introduction the page numbering should be in Arabic numerals.**

### **(i) Cover**

The Cover is meant to protect the manuscript besides giving preliminary information like

- (i) The title of the report;
- (ii) The Name & Roll No. of the student;
- (iii) The name of the organization;
- (iv) The date of submission, etc.

The format of this page is given in **Annexure A**.

### **(ii) Title Page**

This is the *first page of the report*. An internship report should contain the title of the report; the Name(s), Roll No(s) and Discipline(s) of the students; the name of the organization and the Institute. The format of this page is given in **Annexure B**.

### **(iii) Acknowledgements**

It is presented on the *second page of report* for thanking the persons who may have helped students during the work carried out by them. Customarily, in project reports, thanks are given to the following in the order given below:

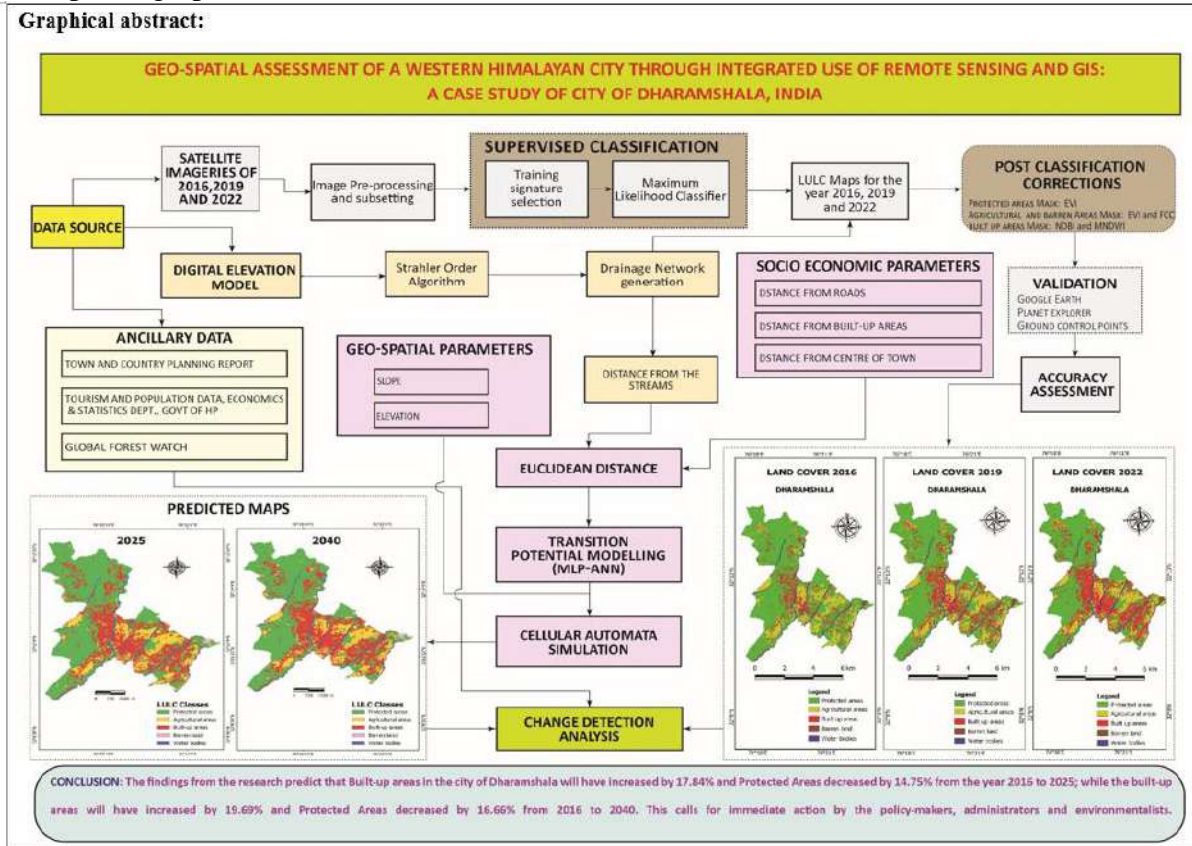
- \_ Head of the organization,
- \_ Coordinator at the organization,
- \_ Professional Expert / in-charge of the project,
- \_ Project Guide
- \_ Other persons (from the organization and /or outside the organization, etc.)

### **(iv) Abstract/ Graphical Abstract**

Abstract should provide a synopsis of the thesis/dissertation, stating the nature and scope of the work undertaken and the contribution made to knowledge in the subject treated. This section may include objectives, state of purpose, hypothesis etc. Length: Between 1000 to 3000 words

A Normal abstract contains only words and is like a jist. A graphical abstract is an Image representation that may contain text and/or images. Images used should be copyright free and not taken from any earlier published papers. Should be able to depict the research work done. Can be flow diagram, ven diagram etc, if required. Should be complete and should depict all major objectives done

## Example of graphical abstract



## (v) Table of Contents

The table of contents is in the same form as it is found in any book. The main divisions as well as the sub-divisions are listed together with the number of the first page on which it appears. The page numbers for the matter preceding the Introduction are given in small Roman Numerals i.e. (i), (ii), (iii) etc. and in Arabic numerals i.e. 1, 2, 3 etc. from Introduction onwards.

For establishing a suitable relationship among topics and sub-topics one should follow a single numbering scheme. Usually schemes like decimal numbering or letter numbering are generally followed. The scheme of decimal numbering which is more commonly used is as follows:

- 1.
- 1.1
- 1.2
- 1.3
- 1.3.1
- 1.3.2
- 1.3.3
- 1.3.3.1
- 1.3.3.2
- 1.3.3.3

The words, phrases and sentences used for writing the topics and sub-topics should have a parallel grammatical construction. For this, an example is given below.

2. Causes of Food Problem
  - 2.1 Defective Distribution System
  - 2.2 Lack of Proper Storage Facilities

- 2.3 Hoarding
- 2.4 Natural Calamities
- 2.5 Floods
- 2.6 Drought

### **(vi) Introduction**

In Introduction, the problem is defined and introduced. The Introduction therefore contains the purpose of writing the report and sufficient background material, including the literature surveyed to present the reader a clear picture of the project work. A paraphrased outline of the work should also form a part of the Introduction. In the Introduction of a report the author discusses the scope, and the limitations of work should be made. It is also required to discuss the sources, methods and procedures employed in collecting and organizing the data. The student is also expected to highlight the value of his work besides indicating the need for writing the report. A proper and effective Introduction should include a brief history of the problem under discussion, coupled with the statement of the immediate problem under examination, the reasons for undertaking it and a discussion of the methodology adopted. Generally for an internship project report, an Introduction may not be more than a couple of pages.

### **(vii) Literature survey**

This chapter provides the necessary background and reviews of the past research efforts by various researchers. A detailed literature survey related to the present work must be systematically presented and based on this the research gaps and shortcoming in previously proposed works must be highlighted.

### **(viii) Main Text (main chapter)**

The actual work, the method of treatment and the results are presented in this part of the report. It may run into many sections, sub-sections and sub-sub sections under different headings and subheadings. That should be numbered and phrased appropriately. In order to maintain consistency, insist the students to follow the same pattern as given in the table of contents of report.

The main text contains the discussion on the experimental work done or the data collected, the survey done, a description of activities, analysis and the results obtained. It also includes illustrations and interpretations. This is the main body of the report. All illustrations (graphs, diagrams, tables, figures, etc.) should always be accompanied by a number and an appropriate title. This helps the reader to understand the illustration in a better way. It also helps the writer to refer to these in the subsequent discussion.

Significant discrepancies in results should be called to the reader's attention, even when it is admitted that no reasonable explanation can be offered. If the author himself discovers these discrepancies and does not mention them, the technical credibility of the report gets adversely affected.

### **(ix) Conclusions and Recommendations (not less than 3 pages)**

The conclusions and recommendations are derived from the discussions and interpretations of the results obtained. It would be helpful to the reader if other possibilities pertaining to the stated conclusions and recommendations are also discussed. The purpose of the conclusions is to draw the attention of the reader to significant findings. Sometimes conclusions contain a very brief summary of the main discussion. Recommendations suggest ways and means of bringing about improvement to the present work.

### **(ix) Bibliography**

Only those publications which have been cited in the text, the tables and the figure legends should be included in the references, and works which are of direct relevance to the dissertation topic should be included in the bibliography. The candidate must ensure consistency in the form and style of bibliography/references chosen for all quotes in the entire volume of dissertation/thesis. Special attention should be paid to the spellings of the names of the authors and to such information as year, volume, page etc., which must be complete and accurate in all respects. Bibliography may include books, periodicals, articles, maps, computer software and databases etc.

All the references to books, journals, documents, web site links etc. should be given in the section called References. Two examples of how to write a reference are given below: For example, when reference is made for paper entitled

“Iodobenzene diacetate mediated solid-state synthesis of Heterocycl-1,3,4-oxadiazoles”, whose authors are Rao, V.S., and K.V.G. Chandra Sekhar, which appeared in the Journal of Synthetic Communications, whose volume number is 34, and is published in the year 2004 and the article is published on pages 2153 to 2158;

The reference is cited as follows:

Rao, V.S., K.V.G. Chandra Sekhar., “Iodobenzene diacetate mediated solid-state synthesis of Heterocycl-1,3,4-oxadiazoles”, *Journal of Synthetic Communications*, Vol.34, 2004 pp 2153-2158.

Again, in case when a reference is made to a book entitled “Elements of Manufacturing Processes” by Dr. B.S. Nagendra Parashar and R.K. Mittal which is published by Prentice Hall of India, New Delhi in the year 2003, and if a reference is made for page 25 in the book the reference should be cited as given below:

B.S. Nagendra Parashar & R.K. Mittal “Elements of Manufacturing Processes,” 1<sup>st</sup> Edition, New Delhi; Prentice Hall of India, 2003, p.25. *The serial number of the reference should correspond to the number of citations in the text of the report.*

## **SPECIFICATIONS FOR REPORT**

1. The Industrial Report shall be computer-typed (English- British, Font - Times Roman, Size-12 point) and printed on A4 size paper.
2. The Industrial Report shall be typed on one side only with 1.5 space with a margin 3.5 cm on the left, 2.5 cm on the top, and 1.25 cm on the right and at bottom.
3. In the Industrial Report, the title page [Refer sample sheet (inner cover)] should be given first.
4. The diagrams should be printed on a light/white background, Tabular matter should be clearly arranged.
5. The caption for Figure must be given at the BOTTOM of the Fig.
6. The caption for the Table must be given at the TOP of the Table.
7. The Bibliography/References should be written in IEEE/APA/MLA format.

(Sample Cover page)

Annexure A

# **PROJECT TITLE** (24pt. bold)

## **INDUSTRIAL PROJECT REPORT** (14pt. bold)

Submitted in partial fulfillment of the requirements for the Degree of

## **BACHELOR OF TECHNOLOGY** (14 Pt. bold)

**IN**

## **CIVIL ENGINEERING** (14 Pt. bold)

**BY** (14pt.)

**XYZ ABC (Name of the student)** (14pt)  
**Reg. Number**



**MAHATMA GANDHI GOVERNMENT ENGINEERING COLLEGE**  
**KOTLA AT JEORI, H.P. - 172101** (14pt. bold)  
**MAY, 2026**

# **PROJECT TITLE** (24pt. bold)

## **INDUSTRIAL PROJECT REPORT** (14pt. bold)

Submitted in partial fulfillment of the requirements for the Degree of

## **BACHELOR OF TECHNOLOGY** (14 Pt. bold)

**IN**

## **CIVIL ENGINEERING** (14 Pt. bold)

**SUBMITTED BY** (12pt.)

XYZ ABC (Name of the student) (12pt)

Reg no.

May 2024 (12pt.)

**UNDER THE SUPERVISION OF**

XYZ ABC (Name of the supervisor) (12pt)

Designation



**MAHATMA GANDHI GOVERNMENT ENGINEERING COLLEGE**  
**KOTLA AT JEORI, H.P. - 172101** (14pt. bold)  
**MAY, 2026**

# CERTIFICATE

I hereby certify that the work which is being presented in the B. Tech. Industrial Project report entitled “-----”, in partial fulfillment of the requirements for the award of the **Bachelor of Technology in Civil Engg.** and submitted to the Department of Civil Engineering of Mahatma Gandhi Govt. Engg. College Kotla at Jeori, HP-172101, is an authentic record of our own work carried out during a period from ----- to ----- under the supervision of **-Name--**, **Designation.**

The matter presented in this Industrial report has not been submitted by us for the award of any other degree elsewhere.

*Signature of Candidate*

Name

Roll No

This is to certify that the above statement made by the candidate is correct to the best of my knowledge.

Date:

*Signature of Supervisor*

*Name*

*Designation*

*Signature*

*Signature*

**HoD/OIC**

Department of Civil Engg  
MGGEC, Kotla at Jeori

**External Examiner**