**FORMAT FOR PREPARATION OF PROJECT REPORT**  
**FOR**  
**B.E.**

The purpose of a project report is to convey adequate information to the reader about how the tasks were implemented, the results, and what knowledge was gained by a student. It is an important aspect of the final year project since it is the only official document the student submits together with the developed device; it could even be the only document submitted to the department if the student has carried out an analysis work or study. It is imperative that students attach due importance to this aspect of the final year project, as a beautiful idea poorly packaged and presented by a student may not arouse the interest of the reader/supervisor and could lead to lower marks.  
Experience has shown over the years that a sizeable number of engineering students do not know how to present their ideas when it comes to report writing. The excuse usually given is that what engineering requires from the students is beyond the art of writing, which consequently leads to less attention being given to this equally important area. This perception is an erroneous one. Perhaps this attitude is responsible for why many engineers cannot live up to expectations concerning communication skills. It is important to mention at this juncture that a site project cannot be said to be completed without a quality technical report of such project. In view of this, engineering students need to give due attention to writing superior project reports. This article is for engineering undergraduate students and designed to ease the task of writing and preparation of their final year project reports. This will go a long way in not only enabling students to present high quality final year reports but also assisting in writing good technical reports in their places of work after graduation.

**1. ARRANGEMENT OF CONTENTS:**  
The sequence in which the project report material should be arranged and bound should be as  
follows:

1. Cover 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
10. Appendices
11. References

The table and figures shall be introduced in the appropriate places.  
**2. PAGE DIMENSION AND BINDING SPECIFICATIONS:**  
The dimension of the project report should be in A4 size. The project report should be  
bound using flexible cover of the thick white art paper. The cover should be **printed in**  
**black letters** and the text for printing should be identical.  
**3. PREPARATION FORMAT:**  
**3.1 Cover Page & Title Page** – A specimen copy of the Cover page & Title page of the project is provided below.  
**3.2 Bonafide Certificate –** Sample copy is provided. It should include your project supervisor or coordinator details and should be pre-signed before appearing to the presentation day. Only your supervisor has rights to allow you for final project presentation by signing on the bonafide page.   
  
**3.3 Abstract –** Abstract should be one page synopsis of the project report. What to mention is in this particular page is discussed below.  
**3.4 Table of Contents –** The table of contents should list all material following it as well as any  
material which precedes it. The title page and Bonafide Certificate will not find a place  
among the items listed in the Table of Contents but the page numbers of which are in lower  
case Roman letters. One and a half spacing should be adopted for typing the matter under this  
head. A specimen copy of the Table of Contents of the project is given below.  
**3.5 List of Tables –** 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.  
**3.6 List of Figures –** The list should use exactly the same captions as they appear below the  
figures in the text. One and a half spacing should be adopted for typing the matter under this  
head.  
**3.7 List of Symbols, Abbreviations and Nomenclature** – One and a half spacing should be  
adopted or typing the matter under this head. Standard symbols, abbreviations etc. should be  
used.  
**3.8 Chapters** – The chapters may be broadly divided into 3 parts (i) Introductory chapter, (ii)  
Chapters developing the main theme of the project work (iii) 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 an appropriate title.  
❖ Tables and figures in a chapter should be placed in the immediate vicinity of the  
reference where they are cited.  
❖ 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.  
**3.9 Appendices** – Appendices are provided to give supplementary information, which is  
included in the main text may serve as a distraction and cloud the central theme.  
• 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.  
**3.10 List of References** –The listing of references should be typed 4 spaces below the heading  
“REFERENCES” in alphabetical order in single spacing left – justified. The reference  
material should be listed in the alphabetical order of the first author. The name of the  
author/authors should be immediately followed by the year and other details.  
A typical illustrative list given below relates to the citation example quoted above.

**REFERENCES**  
1. Ariponnammal, S. and Natarajan, S. (1994) ‘Transport Phonomena of Sm Sel – X Asx’, Pramana – Journal of Physics Vol.42, No.1, pp.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.8 1 –94.  
3. 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.  
**3.10.1 Table and figures -** By the word Table, is meant tabulated numerical data in the body of the  
project report as well as in the appendices. All other non-verbal materials used in the body of  
the project work and appendices such as charts, graphs, maps, photographs and diagrams  
may be designated as figures.

**Content Summary**

|  |  |  |
| --- | --- | --- |
|  | **Content** | **Advice** |
| **Abstract** | The whole project in miniature. ♦ State main objectives – What did you investigate and why? ♦ Describe methods – What did you do? ♦ Summarize important results – What did you find out? ♦ State main conclusions – what do your results mean? | Do not include, references to figures, etc., information in the report, background information. Extract key points and condense material |
| **Introduction** | Describe the problem investigated. ♦ Summarize relevant research to provide context, key terms, and concept so the reader can understand the experiment. ♦ Review relevant past research to provide rational for your work. ♦ Briefly describe your research – design, research, hypothesis, etc. | Move from general to specific – relate problems in the real world to your research. Make clear links between the problem and the solution. Be selective in choosing studies to cite |
| **Methodology** | ♦ How you studied the problem and what you used – materials, subjects and equipment. ♦ How you performed the research –methods and procedure | Provide enough detail for replication of your work. Order procedures chronologically. Use past tense to describe what you did. Don’t mix results with procedure |
| **Conclusions** | Outline the success of your project when compared to the objectives that were set. ♦ Suggest further work for your research area. ♦ Summarise the most important findings. | Make explanations complete. Avoid speculation that cannot be tested in the foreseeable future. Discuss possible reasons for expected or unexpected findings. |

**[WRITE THE TITLE OF YOUR PROJECT]**

A project report submitted in partial fulfillment of requirements for the degree of

B.E

In

Chemical Science and Engineering

**By**

Name ……………………….Roll no……………………….

Name ……………………….Roll no………………………..

Name ……………………….Roll no……………………......

Name ……………………….Roll no……………………......

Name ……………………….Roll No………………………

Name ……………………….Roll no………………………..

**DEPARTMENT OF CHEMICAL SCIENCE AND ENGINEERING**

**SCHOOL OF ENGINEERING**

**KATHMANDU UNIVERSITY**

**MONTH YEAR**

**BONAFIDE CERTIFICATE**

This is to certify that the project titled **Project name** is a bonafide record of the work done by

**Name (Roll No)**

**Name (Roll No)**

**Name (Roll No).**

**Name (Roll No)**

**Name (Roll No)**

in partial fulfillment of the requirements for the award of the degree of **Bachelor of Engineering** in **Chemical Science & Engineering** of the **Kathmandu University, Dhulikhel** during the year 2016.

**Dr. Bibek Uprety Dr. Rajendra Joshi**

Project Coordinator HoD, Associate Professor

Department of Chemical Engineering Department of Chemical Engineering

Project Viva-voce held on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Internal Examiner External Examiner**

**ABSTRACT**

Write introduction of the main components of your project. For instance if you are doing about extraction of limonene from lemon, you should write about the limonene (first paragraph)

Second paragraph, about the uses and application, major concern of present context, limitations

Third paragraph about the aim of the report, what report consists of? Like introductory basics, design and calculations, and so on

Fourth paragraph about the contents of report , what your report includes, it can be materials or energy balances, cost estimation, safety , layout, pilot plant form of the project an dso on.

Keywords: write important words from your abstract

(Make it full page)

**ACKNOWLEDGEMENT**

give thanks to all other members who indirectly help in your project

give thanks to your project supervisor,

give thanks to your project coordinator(if supervisor and coordinator are same mention in the same paragraph)

express deepest appreciation to program coordinator or HOD

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

* Background
* Objective
* Significance/Importance
* Working mechanisms

1. Methodology

* Literature review
* Properties (Physical, chemical), Reactions Involved and Uses
* Process Available
* Process Selection
* Process description
* Materials and equipment used
* Design/construction
* Analysis

1. Gantt chart
2. Economic Analysis /Budget estimation
3. Deviation/Problems and Remedies adopted
4. Conclusion and recommendations
5. Future scope
6. References
7. Appendices
8. Introduction

* Background
* Objective
* Significance/Importance
* Working mechanisms

1. Methodology

* Literature review
* Properties (Physical, chemical), Reactions Involved and Uses
* Process Available
* Process Selection
* Process description
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1. Gantt chart
2. Economic Analysis /Budget estimation
3. Deviation/Problems and Remedies adaped
4. Applications
5. Conclusion
6. References