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 3rd 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 shown below.

   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

<table>
<thead>
<tr>
<th>LEVEL – I</th>
<th>LEVEL – II</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. BUILT-UP LAND</td>
<td>1.1 TOWN / VILLAGE</td>
</tr>
<tr>
<td>2. AGRICULTURAL LAND</td>
<td>2.1 KHARIF UNIRRIGATED</td>
</tr>
<tr>
<td></td>
<td>2.2 KHARIF IRRIGATED</td>
</tr>
<tr>
<td></td>
<td>2.3 DOUBLE CROP</td>
</tr>
</tbody>
</table>

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 14><Italic>

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

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

BONAFIDE CERTIFICATE

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

<<Name of Supervisor>>  SUPERVISOR

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

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

<<Signature of the Head of the Department>>

SIGNATURE

<<Name>>

HEAD OF THE DEPARTMENT

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

DEPARTMENT SEAL
SPECIMEN COVER PAGE

PLANNING, DESIGN OF SPORTS COMPLEX AT JITM PARALAKHEMUNDI CAMPUS

A PROJECT REPORT

Submitted by

XXXXXX. YYYYYY. ZZZ
XXXXXX. YYYYYY. ZZZ
XXXXXX. YYYYYY. ZZZ

in partial fulfillment for the award of the degree

of

BACHELOR OF TECHNOLOGY

in

CIVIL ENGINEERING

JAGANNATH INSTITUTE FOR TECHNOLOGY & MANAGEMENT
PARALAKHEMUNDI

CENTURION UNIVERSITY OF TECHNOLOGY & MANAGEMENT::ODISHA
DECEMBER 2012 / MAY 2013
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. Chandrasekhar 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. XXXXXXX
TABLE OF CONTENTS

CHAPTER NO. TITLE PAGE NO.

LIST OF TABLE iii
LIST OF FIGURES . . .
LIST OF SYMBOLS / NOTATION . . .
ABSTRACT . . .

1. CHAPTER – 1 INTRODUCTION

1.1. General 1
1.2. “Section Heading”
1.3. “Section Heading”
   1.3.1. “Sub-section Heading”
1.4. “Section Heading”
   1.4.1. “Sub-section Heading”
1.5. “Section Heading”

2. CHAPTER – 2 FORMULATION OF PROJECT / IDENTIFICATION OF THE PROBLEM

2.1. General
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”
2.9. “Section Heading”
   2.9.1. “Sub-section Heading”

3. **CHAPTER 3**  **PROJECT WORK PART-I**

3.1. General
3.2. “Section Heading”
3.3. “Section Heading”
   3.3.1. “Sub-section Heading”
3.4. General
3.5. “Section Heading”
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
4.8. “Section Heading”
4.9. “Section Heading”
5. **CHAPTER – 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

5.5. “Section Heading”

5.6. “Section Heading”
   
   5.6.1. “Sub-section Heading”

5.7. “Section Heading”

REFERENCES
ARRANGEMENT OF SHEETS OF PROJECT REPORT

1. Cover Page
2. Certificate i
3. Acknowledgements ii
4. Contents iii - vii
5. List of Tables viii - ix
6. List of Plates x-xi
7. Notation xii-xiii
8. Abstract xiv-xv
9. Chapters Page No. 1 onwards
10. References

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

<table>
<thead>
<tr>
<th>SHHET 1 – COVER PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHHET 2 – CERTIFICATE</td>
</tr>
<tr>
<td>i</td>
</tr>
<tr>
<td>SHHET 3 – ACKNOWLEDGEMENTS</td>
</tr>
<tr>
<td>ii</td>
</tr>
<tr>
<td>SHHETS 4 to 8 – CONTENTS</td>
</tr>
<tr>
<td>iii to vii</td>
</tr>
<tr>
<td>SHHETS 9 &amp; 10 – LIST OF TABLES</td>
</tr>
<tr>
<td>viii &amp; ix</td>
</tr>
<tr>
<td>SHHETS 11 &amp; 12 – LIST OF PLATES</td>
</tr>
<tr>
<td>x &amp; xi</td>
</tr>
<tr>
<td>SHHETS 13 &amp; 14 – NOTATION</td>
</tr>
<tr>
<td>xii &amp; xiii</td>
</tr>
<tr>
<td>SHHETS 15 &amp; 16 – ABSTRACT</td>
</tr>
<tr>
<td>xiv-xv</td>
</tr>
<tr>
<td>SHHETS 17 ONWARDS – Chapter I etc</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>REFERENCES</td>
</tr>
</tbody>
</table>