

**SAMPLE**

**FORMAT**

**OF**

**PROJECT REPORT**

General guidelines on  
How to write a Project Report

## GENERAL INSTRUCTIONS

The project report can be prepared according to the following guidelines:

- **Finalization of the Project Report** - Student should obtain clearance from their respective guide before final printing of the final project report.
- **Paper Size:** A4 (210x297)
- **Font Type:** New Times Roman
- **Font Size:** 12
- **Line Spacing:** 1.5 lines throughout the text.
- **Margin:** Left 1.5", right 1", top 1", and bottom 1".
- **Numbering:** Page number can be put at the bottom of the page. Tables and other Illustrations must be referring in the text with suitable number.
- **Binding of the report** - The project should be hard bound with suitable embossing.

COVER PAGE

A Project

on

“.....Title of the Project.....”

Submitted by

Name of Student

Roll no.

Under the Supervision of

“Name of the Guide,

Designation, and

Department”

Submitted to

Maulana Abul Kalam Azad University of Technology, West Bengal

in partial fulfillment of the requirement for the award of

(Like.....)

“BBA in Hospital Management .....”

Batch 20xx-20xx.

# **(1<sup>ST</sup> PAGE OF THE PROJECT)**

A Project

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Submitted to

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(Like.....)

“BBA in Hospital Management .....”

Batch 20xx-20xx.

## (DECLARATION SAMPLE)

### DECLARATION

I, ...(name of the Student )....., hereby declare that the Project Report titled “\_\_\_\_\_” submitted to Maulana Abul Kalam Azad University of Technology, West Bengal in partial fulfillment of the requirement for the award of the degree .....(course name)..... is my original work. The findings and conclusions are based on data collected and analyzed by me and have not been submitted elsewhere for any degree or diploma.

Date:

Place:

Signature

Name of the student

Roll no.

## NO-PLAGIARISM DECLARATION

Title of the Project:

Name(s) of the learner:

PRN:

Name of Project Supervisor:

I declare that this Project Report is the result of my independent work. All sources of information have been duly acknowledged. No portion of this work has been copied or reproduced from any other project or publication. I understand that plagiarism is a serious offence and may result in rejection of my work and appropriate action against me.

Signature of Student

Date:

Place:

## CERTIFICATE FROM SUPERVISOR

Date:

(Sample)

This is to certify that the Project Report titled “ \_\_\_\_\_ ” submitted by .....(Student Name, Roll No.)..... is an original work carried out under my direct supervision in partial fulfillment of the requirements for the degree ..... at ....., affiliated to Maulana Abul Kalam Azad University of Technology, West Bengal.

To the best of my knowledge, this report has not been submitted for any other award. The student's performance during the project period has been satisfactory.

Signature  
(Name, Designation, Institution)



## **ACKNOWLEDGEMENTS**

Signature

Name of the student

## **CONTENT**

<b>Sr. no.</b>	<b>Content</b>	<b>Page no.</b>
1	Certificate(ref 2 in Arrangement )	
2	Student's declaration	
3	No-Plagiarism Declaration	
4	Certificate from Supervisor	
5	Content	
6	List of Illustrations	
7	Abstract	
8	Introduction	
9	Objectives of the study	
10	Problem statement	
11	Methodology	
12	Data Analysis & Interpretation	
13	Discussion and Results	
14	Conclusion	
15	Recommendations & Suggestions	
16	Bibliography/References	
17	Appendices/Annexures	

## **SIZE OF PROJECT REPORT**

The size of project report should not exceed **80 (should be between 50-80)** pages of typed matter reckoned from the first page of Chapter 1 to the last page.

## **ARRANGEMENT OF CONTENTS OF PROJECT REPORT**

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

- 1. Title page**
- 2. Certificate** (in case of summer training to different organization certificate from that organization and certificate from Institutional Faculty should be there)
- 3. Student's declaration**
- 4. No-Plagiarism Declaration**
- 5. Certificate from Supervisor**
- 6. Content**
- 7. List of Illustrations**
- 8. Abstract**
- 9. Chapter I:** Introduction (Rationale of the Study, Industry/Company Profile (if applicable), Overview of the Topic, and literature review.
- 10. Chapter II:** Objective of the study:- objectives should be very specific and it should be followed by different sub-objectives which should be explored/ clarified in order to solve the main problem.
- 11. Chapter III:** Problem statement – it should be supported by objectives of the study. i.e., in order to attain objectives the researcher has to solve the problems.
- 12. Chapter IV:** Methodology – what are the methods to be followed in order to study the topic (Research Design, Data collection Method, Data collection tool, Sampling Size & Methods, and Analytical Tools Used)
- 13. Chapter V:** Data Analysis & Interpretation, Tables, Graphs, Charts,

and Statistical Findings.

- 14. **Chapter VI: Discussion and Results**
- 15. **Chapter VII: Conclusion**
- 16. **Chapter VIII: Recommendations & Suggestions**
- 19 *References / Bibliography*
- 20 *Appendices/Annexures*

\*Length of the Report: Total pages: 50–80 (excluding annexures)

\*Font size and format must remain uniform throughout.

### **Special note:**

1. **Students securing a SGPA of 7.0 or above in all seven semesters are eligible to take up project work in lieu of three theory papers in the eighth semester (SEM VIII).**
2. **It is desirable that, the students who are eligible to get Honours with Research shall publish an article in conference proceedings / national or International Journal with ISSN/ UGC Care/ Scopus/ABDC or of similar type.**

### **3. Detailed Evaluation Rubrics (12-Credit Course)**

Criteria	Excellent (A)	Good (B)	Average (C)	Poor (D)	Marks
Problem Definition (10 marks)	Clear, well-justified, insightful problem statement.	Clear but slightly underdeveloped justification.	Basic clarity; limited explanation.	Unclear or missing problem.	10
Literature Review (15 marks)	Deep synthesis, identifies gaps, well-organized.	Good coverage, some synthesis.	Basic review, descriptive.	Weak or irrelevant literature.	15
Methodology (20 marks)	Well-structured, replicable, justified, with diagrams.	Clear process but minor missing elements.	Acceptable but lacks detail.	Incomplete or inappropriate methodology.	20
Implementation / Experimentation (25 marks)	Complete, efficient, technically strong implementation.	Good quality with minor issues.	Basic implementation, several gaps.	Incomplete or incorrect implementation.	25
Results & Analysis (15 marks)	Accurate, meaningful analysis with	Good analysis; sufficient evidence.	Basic results; weak interpretation.	Incorrect or missing results.	15

	strong evidence.				
Report Writing & Formatting (10 marks)	Professional, well-structured, error-free.	Good writing with few issues.	Acceptable but inconsistent.	Poorly written, many errors.	10
Viva & Presentation (5 marks)	Confident, clear, complete command of topic.	Good clarity, minor gaps.	Basic understanding.	Poor understanding.	5

#### 4. Ethical Guidelines

- No plagiarism; similarity index < 10% recommended.
- Proper credit for data, tools, and external content.
- Ethical handling of data involving humans.
- No falsification or fabrication of results.

# Comprehensive Viva Voce Assessment Template (UG)

## 1. Viva Voce Procedure

1. Panel Introduction and Verification of Student Details
2. Student Presentation (8–12 minutes) covering objectives, methodology, results, and conclusions
3. Detailed Question-Answer Session
4. Assessment of Subject Knowledge and Project Understanding
5. Assessment of Technical Competence and Problem-Solving
6. Assessment of Communication, Professionalism, and Ethics
7. Final Scoring and Constructive Feedback

## 2. Expectations from Students

**Project Mastery:** Students should be able to clearly explain every stage of their project including the rationale behind choices.

**Fundamental Knowledge:** Ability to link core academic concepts with project work.

**Technical Competence:** Understanding of tools, algorithms, processes, instruments, and data handling.

**Critical Thinking:** Ability to analyze, justify decisions, evaluate alternatives, and interpret results.

**Professional Behavior:** Confidence, ethics, honesty, punctuality, and respectful conduct.

## 3. Detailed Rubric for Viva Voce Assessment (100 Marks)

Criteria	Excellent (A)	Good (B)	Average (C)	Poor (D)
Understanding of Project Work (30 marks)	Demonstrates thorough understanding; able to explain objectives, methods, and results clearly with deep insight.	Shows good understanding with minor gaps; explanation mostly clear.	Shows partial understanding; some confusion in explaining methodology/results.	Lacks understanding; unable to explain key aspects of the project.
Subject Knowledge & Fundamentals (25 marks)	Strong conceptual clarity; accurately relates fundamentals to project work.	Good conceptual understanding with occasional errors.	Basic understanding; difficulty connecting theory with project.	Weak fundamentals; major conceptual gaps.
Technical Skills & Application (20 marks)	Fully justifies tool/method choices; demonstrates excellent problem-solving.	Justifies most choices; good technical skills with moderate reasoning.	Limited justification; basic technical knowledge.	Unable to justify choices; poor technical understanding.

Communication & Presentation Skills (15 marks)	Clear, confident, well-structured; excellent visual/technical presentation.	Good clarity and structure; some hesitation.	Acceptable communication with noticeable gaps in structure.	Unclear, disorganized, lacks confidence.
Attitude, Engagement & Academic Integrity (10 marks)	Highly professional, honest, attentive, and respectful.	Generally professional, minor issues in engagement.	Inconsistent engagement; mild disciplinary concerns.	Unprofessional behavior or signs of academic dishonesty.

#### 4. Comprehensive Viva Voce Rubric (100 Marks)

Criteria	Marks	Descriptors
Understanding of Project Work	30	Depth of understanding, clarity of objectives, ability to explain methodology and results.
Subject Knowledge & Fundamentals	25	Accuracy of answers, conceptual clarity, ability to relate fundamentals to project.
Technical Skills & Application	20	Ability to justify tools/methods, problem-solving skills, analytical ability.
Communication & Presentation Skills	15	Clarity, confidence, structure, professional delivery.
Attitude, Engagement & Academic Integrity	10	Honesty, responsiveness, preparedness, respect during interaction.

# Research Project Thesis Writing & Assessment Template (UG)

## 1. Thesis Structure Template

8. 1. Title Page
9. 2. Certificate
10. 3. Declaration
11. 4. Acknowledgement
12. 5. Abstract (250–300 words)
13. 6. Table of Contents
14. 7. List of Figures & Tables
15. 8. Introduction
16. 9. Literature Review
17. 10. Methodology
18. 11. Results & Analysis
19. 12. Discussion
20. 13. Conclusion & Future Work
21. 14. References (APA/IEEE/Other Standard Format)
22. 15. Appendices

## 2. Detailed Guidelines

**Introduction:** State research problem, objectives, scope, and significance.

**Literature Review:** Summarize prior work, identify gaps, and justify project need.

**Methodology:** Describe methods, tools, materials, datasets, and workflow.

**Results & Analysis:** Present findings with tables, graphs, and interpretation.

**Discussion:** Explain implications, limitations, and comparison with literature.

**Conclusion:** Summarize contributions and propose future directions.

## 3. Assessment Rubric (100 Marks)

Criteria	Marks	Descriptors
Title, Abstract & Presentation	10	Clarity of title, concise abstract, professional formatting and structure.
Introduction & Problem Definition	15	Clear background, motivation, objectives, problem statement.
Literature Review	15	Depth of analysis, relevance, synthesis of sources, identification of research gap.
Methodology	20	Appropriateness, clarity, reproducibility, justification of methods.



Results & Analysis	20	Accuracy, clarity, depth of analysis, effective use of figures/tables.
Discussion & Conclusion	10	Critical evaluation, insightfulness, alignment with objectives, future scope.
Referencing & Academic Integrity	5	Correct citation style, use of credible sources, no plagiarism.
Viva Voce / Defense	5	Understanding, clarity of explanation, response to questions.