

**GOVT. ENGINEERING COLLEGE, AJMER**  
**DEPARTMENT OF MECHANICAL ENGINEERING**

No. G2ECA/MBCh/1714

Date 15/12/2017

**Attention: VII Sem Mech Engg students**

**Subject: Project Stage-I**

All students are required to submit the report of Project Stage-I to the undersigned latest by 18 Dec 2017 and should cover the following: (a) Objectives/Need and concepts underlying the project (b) Details of the methodology/experimental set-up/Simulation/Modelling (c) Work accomplished so far (d) Expected outcome (e) Activity chart

Following general guidelines for preparation of seminar /project report should be observed by the students.

  
Project Coordinators

**GENERAL GUIDELINES FOR PREPARATION OF SEMINAR /PROJECT REPORT**

1. The dimension of the Project/seminar report should be in A4 size and should be spiral bound.
2. Following rules should be observed regarding Font Types, Sizes, Line Spacing and Alignment.

Details	Font Type	Font Size	Spacing/Alignment
Chapter headings with chapter number on top	Times New Roman	14 pt Bold capitals	Centered
Section headings	Times New Roman	12 pt Bold capitals	Left aligned
Sub-section headings	Times New Roman	12 pt Sentence case	Left aligned
Paragraph headings	Times New Roman	12 pt bold Sentence case	Left aligned
Body of thesis/report	Times New Roman	12 pt	Justified with 1.5 spacing for text and 2 spacing for equations.
Margins	Left-1.5 inch, Right-1.25 inch, Top-1.5 inch on which Chapter begins and 1.0 inch for other pages; Bottom-1.0 inch		

3. Page Numbering: The Contents pages, List of figures, List of tables, List of symbols, List of Abbreviations, List of Nomenclature should be numbered using Roman numbers (i, ii, iii, iv etc).

4. Single column format and print only on one side.

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5. Each new section heading should be separated by a double space. Each new paragraph is to be clearly indicated with an additional spacing.
6. The caption of table is to be placed on top of the table, whereas caption of figure is to be placed on bottom of the figure.
7. The colour of font should be Black with no background and it should not be highlighted with other colours.
8. Always give proper citation to the text matter and figures which you have used from the reference materials.
9. Tables and figures should be placed in the immediate vicinity of the reference where they are cited.
10. Footnotes if used should be typed single space and place directly under the same page which refers to the materials they annotate.
11. Equations are to be written on separate lines distinct from the text. Equations should be left aligned and numbered. The Equation number should appear at the right end in parentheses.

A  
**Project Report (Stage-I)**

On  
**“Topic of Project”**

*Submitted to the*

**Rajasthan Technical University, Kota**

*In partial fulfillment of the requirement for the award of the*

*Degree of*

**Bachelor of Technology**

In

**Mechanical Engineering**



**Guided by:**

Name of Guide

Designation of Guide

**Submitted by:**

Name of Student(s)

College No.

**Department of Mechanical Engineering**

**Govt. Engineering College, Ajmer.**

**2017-2018**