

(A typical Specimen of Cover Page & Title Page)
Font Style Times New Roman- Bold



TITLE OF PROJECT REPORT

(Font Size 21)

THE PROJECT REPORT

(Font Size 14)

Submitted by

[Font Size 14 (Italics)]

NAME OF THE CANDIDATE(S) WITH COUNCIL REG. NO.

(Font Size 16)

in partial fulfilment for the award of the diploma

in

[Font Size 14 (Italics)- 1.5 line spacing-Italics]

NAME OF THE PROGRAMME

(Font Size 16)

TECHNIQUE POLYTECHNIC INSTITUTE

(Font Size 21)

HOOGHLY 712 102

(Font Size 16)

SESSION :



TECHNIQUE POLYTECHNIC INSTITUTE, HOOGLHY

INSTRUCTION TO THE STUDENTS OF DIPLOMA IN ENGINEERING & TECHNOLOGY FOR THE PREPARATION OF FINAL YEAR PROJECT AND REGULATION THEREIN

A. PREPARATION OF PROJECT REPORT

To maintain consistency, all students are required to follow the same format for preparing final reports, The contents of the report should be in this order:

- a) Cover Page
- b) Certificate of Approval
- c) Certificate of completion of project
- d) Acknowledgements to give recognition of any advisory or financial assistance received in the course of the work on which the report is based(optional)
- e) Table of Contents
- f) Acronyms (optional)
- g) Symbols (optional)
- h) List of Figures
- i) List of Tables
- j) Action plan of project activities using Gantt Chart
- k) Abstract (not more than one page)
- l) Main chapters (Chapter 1, Chapter 2.....)
- m) References
- n) Appendix (optional)

B. REGULATIONS OF PROJECT CLASS

1. Minimum attendance required in the Project classes is 80%. Marks to be awarded on the basis of attendance and performance by each Project Group.

Students need to submit a softcopy (a pdf file) of the final report to the Project Guide unless Project Guide requests the Project group to submit the final report in hardcopy (double sided) at least 15 days in advance.

For hard-cover bound, the binding should be in dark blue with white lettering. The use of TPI logo is recommended (A specimen of Cover page is attached).

2. Project Open Day :

Each and every student in a Project group have to make a 7 to 10 minutes Power Point presentation on their project at the end of each Semester (5th.and/or 6th.) on Project Open Day. The presentation is attended and assessed by all the members of faculty and Principal / other administrative personnel.

This provides a good platform for the final year students to present their projects to not only other students of the Institution, but also to the various academics and most importantly external industrial visitors.

For more information on project report writing, it is suggested that the students refer to the concerned Project Guide. Students are also asked to consult the curriculum of WBSCT&VE&SD.

Signature of Departmental In-Charge

TECHNIQUE POLYTECHNIC INSTITUTE, HOOGHLY

Ref. No. TPI / ADMIN / 361 / 2016

June 15, 2016

NOTIFICATION

A SYSTEMATIC APPROACH FOR ALLOCATION OF FINAL YEAR PROJECT TO STUDENTS OF DIPLOMA IN ENGINEERING & TECHNOLOGY

INSTRUCTION TO THE STUDENTS

- 1) Students who will carry out their Projects (offered by the department and in group of 4), should use FORMAT-A. The filled up and signed format has to be submitted to the In-Charge of the department by 15TH. July 2016 without fail mentioning the name of their Project Guide. Final decision of allocating the choice of the Projects will be done by the concerned department.
- 2) If any student or group fails to submit this information, then the department concerned will allocate the projects, such cases are at the discretion of the concerned department.
- 3) If any group is found to be formed with either less than 4 students or more than 4 students then the department will either merge / break the group or keep it same as the case may be and it will be purely the discretion of the department.
- 4) The allocation of Projects to respective groups will be done (as per average CGPA of the previous semester) of the group and order of choice(s) given.
- 5) The probable merit list of groups and their Projects allotted will be displayed by 20th. July, 2016. For any clarification / query, students are asked to contact In-Charge of the department.
- 6) Project once allotted cannot be changed.

Principal

Copy forwarded for information & necessary action to :

i) Sri T.K.Saha, Chairman, G.B., ii) Sri P.S.Bhattacharya, Co-Ordinator, iv) Sri P.K.Mitra, Secretary, Academic Council v) All In-Charges / Course-in-Charge of the Departments vi) Students' Notice Board vii) Sri J.Sarkar, Office Superintendent

ACKNOWLEDGEMENT

The success and final outcome of this project required a lot of guidance and assistance from many people and we are extremely fortunate to have got this all along the completion of our project work. Whatever we have done is only due to such guidance and assistance and we would not forget to thank them.

On the very outset we would like to extend our sincere & heartfelt obligation towards all the personages who gave us the golden opportunity to do this wonderful project on the topic “_____”

Without their active guidance, help, cooperation & encouragement, we would not have made headway in this project.

We owe our profound gratitude to our project guide _____, for conscientious guidance and encouragement and who took keen interest on our project work and guided us all along, till the completion of our project by providing all the necessary information for developing the project.

We extend our gratitude to Technique Polytechnic Institute, our Principal Dr. Avhijit Chakraborty and _____ Department for giving us this opportunity.

We also acknowledge with deep sense of reverence, our gratitude towards our parents and member of family, who has always supported us morally as well as economically.

We are thankful to and fortunate enough to get constant encouragement, support and guidance from all Teaching staff of Department of _____ which helped us in successfully completing our project work. Also, I would like to extend our sincere regards to all the non-teaching staff of department of _____ for their timely support.

At last but not least gratitude goes to all my friends who directly or indirectly helped us a lot in finalizing this project within the limited time frame to complete this project report.

THANKS AGAIN TO ALL WHO HELPED US

CERTIFICATE

This is to certify that the project entitled, “-----” submitted by the following students in partial fulfilment of the requirements for the award of Diploma in -----as per the regulation of W.B.S.C.T.V.E. & S.D at the “Technique Polytechnic Institute”, Panchrokhi, Sugandha, Hooghly, is an authentic work carried out by the team under my supervision and guidance.

To the best of my knowledge, the matter embodied in the project has not been submitted to any other Institute for the award of any Degree or Diploma.

Project team :

Sl. No.	Name of the Student	Section / Roll No.
1.		
2.		
3.		
4.		

(-----)
Project Guide

(-----)
Head / In-charge, Department of -----,

Date:

DECLARATION

We hereby declare that the project work entitled as “=====”
is an authentic record of our own work carried out at Technique Polytechnic Institute,
affiliated to the W.B.S.C.T.V.E.& S.D. as required for the six months project semester for the
award of Diploma in ----- under the guidance of “-----
-----” during the period 2016-17 (6th Semester).

Team Members:

Sl. No.	Name of the Student	Section / Roll No.	Signature of Student
1			
2			
3			
4			

Date:

PROJECT COMPLETION CERTIFICATE

Project Title : “-----”

Project Team :

Sl. No.	Name of the Student	Section / Council Reg. No.
1.		
2.		
3.		
4.		

This is to certify that the Project Team consisting of the above students have successfully completed the project work titled “-----” in partial fulfilment of requirement for the award of DIPLOMA IN ----- prescribed by the DEPARTMENT OF -----, TECHNIQUE POLYTECHNIC INSTITUTE, HOOGHLY.

This project is the record of authentic work carried out during the academic year (2016 – 2017).

(-----)

Project Guide

-

(-----)

In-charge, Department of -----

Date :

