



MANDSAUR UNIVERSITY :: MANDSAUR 458 001

FORMAT FOR PREPARATION OF PROJECT REPORT

FOR

B.Sc. (Hons.) Biotechnology / B.Sc. (Hons.) Microbiology

1. ARRANGEMENT OF CONTENTS:

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

1. Cover Page & Title Page
2. Bonafide Certificate
3. Declaration
4. Acknowledgement
5. Abstract
6. Table of Contents
7. List of Tables
8. List of Figures
9. List of Symbols, Abbreviations and Nomenclature
10. Chapters
11. Appendices
12. References
13. Plagiarism report
14. Outcome of the project work with proof

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 report are given in **Appendix 1**.

3.2 Bonafide Certificate – The Bonafide Certificate shall be in double line spacing using Font Style Times New Roman and Font Size 12, as per the format in **Appendix 2**.

The certificate shall carry the supervisor's signature and shall be followed by the supervisor's name, academic designation (not any other responsibilities of administrative nature),

department and full address of the institution where the supervisor has guided the student.

Note: If the project work is carried out outside the University premises (in any industry/academic/research institute) then students should submit one certificate from the external supervisor in his/her institute letterhead.

The term 'SUPERVISOR' (who is a regular faculty of Mandsaur University) must be typed in capital letters between the supervisor's name and academic designation

3.3 Declaration - The Declaration Certificate shall be in double line spacing using Font Style Times New Roman and Font Size 12, as per the format in **Appendix 3**.

The declaration certificate shall carry the student's name (Enrolment Number) and supervisor's signature and shall be followed by the supervisor's name, academic designation (not any other responsibilities of administrative nature). If project is carried out externally then the name of the external and internal guides must be included in the declaration.

3.4 Acknowledgement - Acknowledgement should be one page synopsis of the project report typed one and a half line spacing, Font Style Times New Roman and Font Size 12.

3.5 Abstract – Abstract should be one page synopsis of the project report typed double line spacing, Font Style Times New Roman and Font Size 12.

3.6 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 report is given in **Appendix 4**.

3.7 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.

3.8 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.

3.9 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.

3.10 Chapters – The chapters may be broadly divided into 5 parts (i) Introduction, (ii) Review of (iii) Literature, Materials and Methods (Design wherever applicable) (iv) Results and Discussion (v) Conclusion (vi) References

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.

3.11 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.
- In appendices, plagiarism report, outcome of the project work etc can be included.

3.12 List of References –The listing of references should be typed 4 spaces below the heading “REFERENCES” in alphabetical order in single spacing 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. Aripnammal S and Natarajan S 1994 ‘Transport Phenomena of Sm Sel – X Asx’, Pramana – Journal of Physics 46(1): 421-425.

2. Barnard RW and Kellogg C 1980 Applications of Convolution Operators to Problems in Univalent Function Theory, Michigan Mach, J 27: 81–94.
3. Shin KG and McKay ND 1984 Open Loop Minimum Time Control of Mechanical Manipulations and its Applications', Proc.Amer. Contr.Conf., San Diego, CA, pp. 1231-1236.

3.13. 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.

4. TYPING INSTRUCTIONS:

The impression on the typed copies should be black in colour.

One and a half spacing should be used for typing the general text. The general text shall be typed in the Font style 'Times New Roman' and Font size 12, with 1.5 line spacing

5. PLAGIARISM REPORT:

A plagiarism report of Plagscan (available online free of cost) to be attached with the name and signature of guide. This report should contain the percentage of plagiarism, which should be under 15%.

6. OUTCOME OF THE PROJECT WORK WITH PROOF:

In this section either project work related manuscript published in journals, article published in magazines/journals, IPR filed/published/granted, products formulation, Conference proceedings in book/journals, Book chapter, conference presentation (certificates/abstracts etc) must be included with proof.

Note : Students project report without any visible outcome will not be accepted for the final submission.

APPENDIX 1

(A typical Specimen of Cover Page & Title Page)

TITLE OF PROJECT REPORT

<1.5 line spacing>

A PROJECT REPORT

Submitted by

<Italic>

NAME OF THE CANDIDATE(S) (ROLL NUMBER)

in partial fulfillment for the award of the degree

of

<1.5 line spacing><Italic>

NAME OF THE DEGREE

IN

BRANCH OF STUDY

NAME OF THE FACULTY/DEPARTMENT

MANDSAUR UNIVERSITY

MANDSAUR 458 001

<1.5 line spacing>

MONTH & YEAR

SPECIMEN

**DIAGNOSIS OF CHRONIC ENTERITIS IN GOATS BY
POLYMERASE CHAIN REACTION**

A PROJECT REPORT

Submitted by

SWATI PATIDAR (19LSC3BIT1020)

in partial fulfillment for the award of the degree

of

BACHELOR OF SCIENCE (HONS.)

in

BIOTECHNOLOGY / MICROBIOLOGY

FACULTY OF LIFE SCIENCES



MANDSAUR UNIVERSITY

MANDSAUR 458001

JUNE 2022

APPENDIX 2

(A typical specimen of Bonafide Certificate)

MANDSAUR UNIVERSITY

MANDSAUR 458 001

BONAFIDE CERTIFICATE

Certified that this project report “.....**TITLE OF THE PROJECT**.....”

is the bonafide work of “.....**NAME OF THE CANDIDATE(S) (Enrolment Numbers)**.....”, carried out under my supervision.

<<Signature of the Head of the Department>>

SIGNATURE

<<Name>>

HEAD OF THE DEPARTMENT

<<Department/Faculty>>

<<Full address of the Dept /Faculty >>

<<Signature of the Supervisor>>

SIGNATURE

<<Name>>

SUPERVISOR

<<Academic Designation>>

<<Department/Faculty>>

<<Full address of the Dept /Faculty >>

Submitted for Viva Voce Examination forSubject Name (Subject Code) held on.....

INTERNAL EXAMINER

EXTERNAL EXAMINER

APPENDIX 3
(A typical specimen of table of contents)

DECLARATION

We affirm that the project work titled
“ _____ ”

being submitted in partial fulfilment for the award of the degree of Bachelor of Technology in Biotechnology is the record of original work done by us under the guidance of _____ internal Guide Name with designation _____ and _____ external Guide Name, with designation (optional) _____

It has not formed a part of any other project work(s) submitted for the award of any degree or diploma, either in this or any other University.

Student Name

Roll Number

I certify that the declaration made above by the candidates is true.

NAME OF THE GUIDE

APPENDIX 4
(A typical specimen of table of contents)

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