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**GUIDELINES FOR PREPARATION OF
THESIS/DISSERTATIONS/SEMINAR/
REPORTS**

2023

Guidelines for preparation of Thesis/Dissertations/Reports

Preamble

While it is essential to pay attention to the content of the thesis/dissertation/project report (hereinafter called the 'thesis'), which is being submitted in partial fulfillment of the requirements of the respective degree, it is also imperative that a standard format be prescribed. The same format shall be followed in preparation of the final copies of the thesis to be submitted to the Department/Library in future.

1. Organization of the Thesis/Dissertation/Report

This thesis shall be presented in a number of chapters, starting with Introduction and ending with Summary and Conclusions. Each of the other chapters will have a precise title reflecting the contents of the chapter. A chapter can be subdivided into *sections, subsections and sub subsections* so as to present the content discretely and with due emphasis. When the work comprises two or more mutually independent investigations, the thesis may be divided into two or more parts, each with an appropriate title. However, the numbering of chapters will be continuous right through, for example Part 1 may comprise Chapters 2-5, Part Two, Chapters 6-9.

1.1 Introduction

The title of **Chapter 1** shall be Introduction. It shall justify and highlight the problem posed, define the topic and explain the aim and scope of the work presented in the thesis. It may also highlight the significant contributions from the investigation.

1.2 Review of Literature

This shall normally form Chapter 2 and shall present a critical appraisal of the previous work published in the literature pertaining to the topic of the investigation. The extent and emphasis of the chapter shall depend on the nature of the investigation.

1.3 Report on the present investigation

The reporting on the investigation shall be presented in one or more chapters with appropriate chapter titles.

- Due importance shall be given to experimental setups, procedures adopted, techniques developed, methodologies developed and adopted.
- While important derivations/formulae should normally be presented in the text of these chapters, extensive and long treatments, copious details and tedious information, detailed results in tabular and graphical forms may be presented in Appendices. Representative data in table and figures may, however, be included in appropriate chapters.

- Figures and tables should be presented immediately following their first mention in the text. Short tables and figures (say, less than half the writing area of the page) should be presented within the text, while large table and figures may be presented on separate pages.
- Equations should form separate lines with appropriate paragraph separation above and below the equation line, with equation numbers flushed to the right.

1.4 Results and Discussions

This shall form the penultimate chapter of the thesis and shall include a thorough evaluation of the investigation carried out and bring out the contributions from the study. The discussion shall logically lead to inferences and conclusions as well as scope for possible further future work.

1.5 Summary and Conclusions

This will be the final chapter of the thesis. A brief report of the work carried out shall form the first part of the Chapter. Conclusions derived from the logical analysis presented in the Results and Discussions Chapter shall be presented and clearly enumerated, each point stated separately. Scope for future work should be stated lucidly in the last part of the chapter.

1.6 Appendix

Detailed information, lengthy derivations, raw experimental observations etc. are to be presented in the separate appendices, which shall be numbered in Roman Capitals (e.g. "Appendix IV"). Since reference can be drawn to published/unpublished literature in the appendices these should precede the "Literature Cited" section.

1.7 Literature Cited

This should follow the Appendices, if any, otherwise the Summary and Conclusions chapter. The candidates shall follow the style of citation and style of listing in one of the standard journals in the subject area consistently throughout his/her thesis, for example, IEEE in the Department of Electronics and Telecommunication, ASME in Department of Mechanical Engineering. However, the names of all the authors along with their initials and the full title of the article/monogram/book etc. have to be given in addition to the journals/publishers, volume, number, pages(s) and year of publication. Citation from websites should include the names(s) of author(s) (including the initials), full title of the article, website reference and when last accessed. Reference to personal communications, similarly, shall include the author, title of the communication (if any) and date of receipt.

1.7.1 Examples of the citations

IEEE Format

Example for citation of journal paper

J. Kou, “Estimating the number of clusters via the GUD statistic,” *J. Comput. Graph. Statist.*, vol. 23, no. 2, pp. 403–417, Jun. 2014

Example for citation of a book

J. P. Hailman, *Coding and Redundancy: Man-Made and Animal-Evolved Signals*. Cambridge, MA, USA: Harvard Univ. Press, 2008

Example for citation of website

B. Fung. “Amazon offers concessions to resolve EU antitrust probes.” CNN.com. <https://edition.cnn.com/2022/07/14/tech/amazon-concessions-eu-antitrust/index.html> (accessed Jul. 18, 2022).

ASME Format

Example for citation of journal paper

Adams, Z., 2014, “Bending of an Infinite Beam on an Elastic Substrate,” *ASME J Appl. Mech.*, 3, pp. 221-228.

Example for citation of a book

Modi, P. N. and Seth S. N., 2017, *Hydraulics and Fluid Mechanics Including Hydraulic Machines (In SI Units)*, Standard Book House, New Delhi, India.

1.7.2 Publications by the candidate

Articles, technical notes etc. on the topic of the thesis published by the candidate may be separately listed after the literature cited. This may also be included in the contents. The candidates may also include reprints of his/her publications after the literature citation.

1.8 Acknowledgements

The acknowledgments by the candidate shall follow the citation of literature, signed by him/her, with date.

2. Thesis Format

2.1 Paper

2.1.1 Quality

The thesis shall be printed/Xeroxed on white bond paper, whiteness 95% or above, weight 70 gram or more per square meter.

2.1.2 Size

The size of the paper shall be standard A 4; height 297 mm, width 210 mm.

2.1.3 Type Setting, Text Processing and Printing

The text shall be printed employing laser jet or inkjet printer, the text having been processed using a standard text processor. The standard font shall be Times New Roman of 12 pts with 1.5 line spacing.

2.1.4 Page Format

The Printed Sheets shall have the following written area and margins:

Top Margin	15 mm
Head Height	3 mm
Head Separation	12 mm
Bottom Margin	22 mm
Footer	3 mm
Foot Separation	10 mm
Text Height	245 mm
Text Width	160 mm

When header is not used the top margin shall be 30 mm.

Left and Right Margins

The candidates shall have the options of single or double sided printing

- Single sided/odd number page (in double sided printing)

Left Margin 30mm
Right Margin 20 mm

- Double sided even numbered page
Left Margin 20mm
Right Margin 30mm

2.1.5 Pagination

Page numbering in the text of the thesis shall be Hindu Arabic numerals at the center of the footer. But when the candidate opts for header style the page number shall appear at the right and left top corner for the odd and even number pages, respectively.

Page number “1” for the first page of the Introduction chapter shall not appear in print; only the second page will bear the number “2”.

The subsequent chapters shall begin on a fresh page (fresh odd number page in case of double sided printing). When header style is chosen the first page of each chapter will not have the header and the page number shall be printed at the center of the footer.

Pagination for pages before the Introduction chapter shall be in lower case Roman numerals, e.g., “iv”.

2.1.6 Header

When the header style is chosen, the header can have the Chapter number and Section number (e.g., Chapter 2, Section 3) on even numbered page headers and Chapter title or Section title on the odd numbered page header.

2.1.7 Paragraph format

Vertical space between paragraphs shall be about 2.5 line spacing.

The first line of each paragraph should normally be indented by five characters or 12mm. A candidate may, however, choose not to indent if (s) he has provided sufficient paragraph separation.

A paragraph should normally comprise more than one line. A single line of a paragraph shall not be left at the top or bottom of a page (that is, no windows or orphans should be left)

The word at the right end of the first line of a page or paragraph should, as far as possible, not be hyphenated.

2.2 Chapter and Section Format

2.2.1 Chapter

Each chapter shall begin on a fresh page (odd number page in case of double sided printing) with an **additional top margin of about 75mm**. Chapter number (in Hindu-Arabic) and title shall be printed at the center of the line in 6mm font size (18pt) in bold face using both upper and lower case (all capitals or small capitals shall not be used). A vertical gap of about 25mm shall be left between the Chapter number and Chapter title lines and between chapter title line and the first paragraph.

2.2.2 Sections and Subsections

A chapter can be divided into Sections, Sub-sections and Sub-sub-Sections so as to present different concepts separately. Sections and subsections can be numbered using decimal points, e.g. 2.2 for the second section in Chapter 2 and 2.3.4 for the fourth Subsection in third Section of Chapter 2. Chapters, Sections and Subsections shall be included in the contents with page numbers flushed to the right. Further subsections need not be numbered or included in the contents.

The Section and Sub-Section titles along with their numbers in 5 and 4mm (16 and 14 pt) fonts, respectively, in bold face shall be flushed to the left (not centered) with 15 mm space above and below these lines.

In further subdivisions character size of 3 and 3.5 with bold face, small caps, all caps and italics may be used for the titles flushed left or centered. These shall not feature in the contents.

2.2.3 Table / Figure Format

As far as possible, tables and figures should be presented in portrait style. Small size table and figures (less than half of writing area of a page) should be incorporated within the text, while larger ones may be presented on separate pages. Table and figures shall be numbered chapter wise. For example, the fourth figure in chapter 5 will bear the number Figure 5.4.

Table number and title will be placed above the table while the figure number and caption will be located below the figure. Reference for Table and Figures reproduced from elsewhere shall be cited in the last and separate line in the table and figure caption, e.g. (after McGregor [12]).

3. Auxiliary Format

3.1 Binding

The evaluation copies of the thesis/dissertation/report may be spiral bound or soft bound. The final hard bound copies to be submitted after the viva-voce examination will be accepted during the submission of thesis/dissertation/report with the following color specification:

Seminar report	Spiral bound with transparent cover
Mini Project/Internship report	Spiral bound with transparent cover
BE Project Report	Black hard bound cover

3.2 Front Covers

The front covers shall contain the following details:

- Full title of thesis in 6 mm 22 point's size font properly centered and positioned at the top.
- Full name of the candidate in 4.5 mm 15 point's size font properly centered at the middle of the page.
- A 40 mm diameter replica of the Institute emblem followed by the name of department, name of the Institute and the year of submission, each in a separate line and properly centered and located at the bottom of page.

3.2.1 Lettering

All lettering shall be embossed in gold.

3.2.2 Bound back

The degree, the name of the candidate and the year of submission shall also be embossed on the bound (side) in gold.

3.3 Blank Sheets

In addition to the white sheets (binding requirement) two white sheets shall be put at the beginning and the end of the thesis.

3.4 Title Sheet

This shall be the first printed page of the thesis and shall contain the submission statement: the Thesis/Dissertation/project Report submitted in partial fulfillment of the requirements of the Degree, B.E., the name and Roll No. of the candidate, name(s) of the Guide and Co-guide (s) (if any), Department, Institute and year of submission.

Sample copy of the 'Title Sheet' is appended (**Specimen 'A'**)

3.5 Dedication Sheet

If the candidate so desires(s) he may dedicate his/her thesis, which statement shall follow the title page. If included, this shall form the page 1 of the auxiliary sheets but shall not have a page number.

3.6 Certificate

In the absence of a dedication sheet this will form the first page and in that case shall not have a page number. Otherwise, this will bear the number two in Roman lower case 'ii' at the center of the footer. The top line shall be:

CERTIFICATE

A sample copy of the Approval Sheet is appended (**Specimen `B'**)

3.7 Approval Sheet

In the absence of a dedication sheet this will form the second page and in that case shall have a page number 'ii'. Otherwise, this will bear the number 'three in Roman lower case "iii"' at the center of the footer. The top line shall be:

1. **Report Approval** for B.E. as the case may be.

The Approval Sheets are to be included only in the hard bound copies which are submitted after the successful viva voce examination.

A sample copy of the Approval Sheet is appended (**Specimen `C'**)

3.8 Abstract

At least 500 words abstract shall highlight the important features of the thesis/dissertation/report. The Abstract in the thesis, may have two more parts, namely, the layout of the thesis giving a brief chapter wise description of the work and the key words.

3.9 Contents

The contents shall follow the Abstract and shall enlist the titles of the chapters, section and subsection using decimal notation, as in the text, with corresponding page number against them, flushed to the right.

3.9.1 List of Figures and Tables

Two separate lists of Figure captions and Table titles along with their numbers and corresponding page numbers against them shall follow the Contents.

3.10 Abbreviation Notation and Nomenclature

A complete and comprehensive list of all abbreviations, notations and nomenclature including Greek alphabets with subscripts and superscripts shall be provided after the list of tables and figures.(As far as possible, generally accepted symbols and notation should be used).

Auxiliary page from dedication (if any) to abbreviations shall be numbered using Roman numerals in lower case, while the text starting from the Introduction shall be in Hindu-Arabic. (The first pages in the both the cases shall not bear a page number).

3.11 A Declaration of Academic Honesty and Integrity

A declaration of Academic honesty and integrity is required to be included along with every thesis/dissertation/report after the approval sheet. The format of this declaration is given in **Specimen `D'** attached.

Specimen 'A': Title Sheet

(Title)

Submitted in partial fulfillment of the requirements

of the degree of

(Bachelor of Engineering)

by

(Names of the Students with PRN No.)

Guide (s):



(Name of the Department/School/Interdisciplinary Programme)

**Government College of Engineering and Research, Avasari
(Kh), Taluqa: Ambegaon, District: Pune**

(SAVITRIBAI PHULE PUNE UNIVERSITY, PUNE)

(Month, Year)

Specimen `B`

CERTIFICATE



This is to certify that the thesis/dissertation/report entitled ‘Title of the thesis/dissertation/report’ submitted by Author name/Authors names (PRN No. xxx, yyy, zzz), in the partial fulfillment of the requirement for the award of Bachelor of Engineering (Branch Name) of Government College of Engineering and Research Avasari (Kh), affiliated to the Savitribai Phule Pune University, is a record of his own work.

Name of the Guide
Guide
Name of the Department

Name of the Head
Head of the Department
Name of the Department

Date:

Place:

Specimen `C': Approval Sheet

This thesis/dissertation/report entitled

**WRITE THE TITLE HERE IN CAPITAL TIMES NEW ROMAN
WITH BOLD CASE AND 14 FONT SIZE**

by

Author/Authors Name
(PRN numbers)

is approved for the degree of

Bachelor of Engineering in Mechanical Engineering

of

(Department Name: e.g. Department of Mechanical Engineering)

**Government College of Engineering and Research, Avasari (Kh)
(Savitribai Phule Pune University, Pune)**

Examiners	Name	Signature
1. External Examiner	_____	
2. Internal Examiner	_____	
3. Guide (s)	_____ _____	

Date:

Place:

Specimen `D' – Declaration

I declare that this written submission represents my ideas in my own words and where others' ideas or words have been included, I have adequately cited and referenced the original sources. I also declare that I have adhered to all principles of academic honesty and integrity and have not misrepresented or fabricated or falsified any idea/data/fact/source in my submission. I understand that any violation of the above will be cause for disciplinary action by the Institute and can also evoke penal action from the sources which have thus not been properly cited or from whom proper permission has not been taken when needed.

(Signature/s)

(Name of the student/s)

(PRN Nos.)

Date:

Place: