

## Instructions for Project Writing

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You are required to strictly follow these guidelines for report writing.

- Before starting a project, Move to your VULMS page and review the calendar so that you will be aware of the dates of different submissions and can divide your time for project accordingly.
- Always keep a margin of time for uploading any file so that in case of any inconvenience or mishap you have enough time for submitting the document.
- Review the VULMS page thoroughly so that you can get all the relevant information provided to you for completing the final project.
- Presenting a document in a proper way and in proper format can help secure good marks. Formatting guidelines are also uploaded on VULMS so that you can present every document in proper format. Upload your document in Microsoft Word format (Any version except MS word 2007). Don't convert your document in PDF format or in any other software.
- You are required to upload every submission on VULMS. The documents received through e-mail will not be entertained.
- Select a topic for your project which is relevant to your area of specialization and interest so that you can easily work on it.
- A list of topics (on which work has already been submitted by students in previous semesters) is uploaded on VULMS for guidance purpose only. If you select any topic from the list provided, the context of your study must differ from the submitted one. Copying is strictly prohibited and will be marked as 'Zero'.
- The following points must be kept in mind while writing the SRS for project
  - Title of the project should be clear and there should be no ambiguity in it.
  - Describe the topic of project in such a way that it clearly outlines the whole project.
  - Selection of an appropriate topic is vital for making a good Project. You can identify a worthwhile problem or question which needs to be explored.

- Objectives of the project should be specific and well defined.
  - The SRS document of the project should be according to the template provided.
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- You will first be required to submit your SRS document for project which will be evaluated by concerned Instructor and will be uploaded thereafter.
  - After that you will be required to make corrections and improvements in your SRS document as recommended by the course instructor and submit your revised SRS document which will be marked.
  - After the approval of the project topic you will be required to start work on your final project.

Please consider the following points while writing the final project:

- Make final project report according to the SRS document approved by the concerned instructor.
  - Use active voice and short sentences in your report. Avoid passive voice sentences.
  - There should be consistency, conciseness and clarity in the written work.
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- Always remember that a Project is a formal document. Every item must be in the appropriate place, and repetition of material in different places should be eliminated.
  - You must review your Project before submitting it. It is a good practice to ask anyone else to read your project at least once. It will help in highlighting the mistakes in your project you might have ignored.
  - Do not skip any part mentioned in the formats uploaded on VULMS, as each part has been allocated appropriate marks.
  - After making the final report make sure that it is according to the format provided on VULMS. The project has no word limit as it include mostly diagrams.
  - Only provide relevant data in the final project. Keep in mind that not only

quantity but also quality does matter.

- Try to make your document as much appealing as possible. The more finely compiled your document will be, the more will be the chances of securing good marks.