

GUIDELINES FOR MTECH PROJECT REPORT WRITING



**Department of Energy
Tezpur University
2013**

GUIDELINES FOR REPORT WRITING

1. Title Page

First page of report

Try to find a title that clearly describes the work you have done and be as precise as possible [Capital '*Cambria* – 16 font size]. Mention your name, name of the department (i.e. Department of Energy), name of the university (Tezpur University), place and month and year of submission of the report [all those above will be centre alignment, *font size 14, and your name, previous degree (14 font size, italics) will be font size 16*] [Check Annexure – I]

Second Page

There should be a Forwarding Certificate page of standard format signed by the supervisor (Internal, and external if any), Head of the department and Dean of the School with date and seal. [Check Annexure – II]

Third Page

There should be a Certificate of Approval page of standard format signed by the Committee members of the viva-voce.
[Check Annexure – III]

Fourth Page

Declaration by the student
(Check Annexure – IV)

General Introduction

The Report should be prepared in A-4 (21x29.7 cm, or 8.5x11 inch) size sheet. Please remember that only distinct black print on clean white paper will be reproduced clearly, and margin widths and spacing must be rigidly observed. As the report will also kept in CD format, color illustrations or figures are acceptable. Gray scale material may be used if necessary. The Final Report will be hard bind format in **maroon rexin materials**. Students need to submit (*One copy for Internal Supervisor, One copy for external Supervisor (if any), One copy for Departmental Library, One copy for main library, One copy for student*) 4 or 5 copies of the report (hard binding) along with pdf version of complete thesis in CD.

Manuscripts should be typed with 1.5 spacing except for headlines. The font type should be Times New Roman or Cambria (shown here), as close as possible. Laser Printed manuscripts on A4 (or 8.5x11 inch) Sheets with 12-point letters, you may prepare your manuscript directly. Standard character spacing and a line spacing of 13-point will result as you see in this sheet. The side margins of 30 mm each. The top

margin should be 30 mm for the title page only and 22 mm on all subsequent pages. The bottom margin should be 29mm.

Description of Major Headings

This sheet is type set in accordance with the style to be followed for the headings. Major headings are in upper and lower case letters printed bold without underlining. They should appear with left-hand justified in the sheet. In order to save space, a blank line should be placed only before major headings and subheadings.

Subheadings

Sub-subheadings are to be in lower case with an initial capital without underlining. They should start on a separate line at the left-hand margin beginning with parenthesized letters in alphabetical or numerical order.

Equations are to be numbered consecutively throughout the text. The equation number should be placed in parentheses and flush with the right-hand margin of the column. Leave a blank line before and after equations. The font sizes are demonstrated below

Size	Usages
10 points	For subscript and footnotes
12 points	For body text, sub headings
14 points	Main headings

The graphs should be scaled. The quantities represented by the abscissa and coordinate should be written briefly in words with corresponding units clearly stated.

2. Abstract

On a separate page, (shown in this guidelines), summarize the main points of the report. Persons getting interested in the report after reading the title should be able to judge from the abstract whether the report is really interesting for them. So, briefly formulate the problem that has been investigated, (i) objectives and their rationale in brief, (ii) methodology adopted in brief, (iii) high points of the findings including recommendation. The abstract should not occupy more than one page (about 400 to 500 words). This page should precede the content page.

3. Table of Contents (TOC)

Should list only those items that follow it appearing in the following order

- List of tables (1.1, 1.2, 1.3., 2.1, 2.2, .. etc.)
- List of figures (1.1, 1.2, 1.3., 2.1, 2.2, .. etc.)
- Nomenclature: necessary whenever the number of symbols exceeds 0. This is in order of English (i.e., Roman) letters (Uppercase followed by lowercase), Symbols in Greek letters, subscripts and superscripts used, Special Symbols, followed by acronyms (i.e.,

Abbreviations) if any; everything in alphabetical order. All entries in nomenclature should have appropriate units in SI system.

- The chapters (1, 2, ... N, followed by the name of the chapter),
- Sections within chapters (e.g. 1.1, 2.4, etc. + name)
- Subsections within sections (e.g. 1.1.1 + name)
- Appendices (I, II, III, IV, .. etc. + name), if any
- References

The page numbers where they start

Do not include the abstract and the table of contents itself in the table of contents. Every page of the report other than the title page and abstract should be numbered. Pages of Table of Contents, Nomenclature, List of Tables and List of Figures should be numbered with lower case Roman numerals (i, ii, iii, iv, ...etc.). From the first page of the first chapter onwards, all the pages should be numbered using Hindu-Arabic numerals (1, 2, 3, ... etc.).

4. The Chapters

The number of chapters you need and their contents strongly depend on the topic selected and the subject matter to be presented. Roughly the following chapters may be included. However, it is your own report and you have to structure it according to the flow of overall logic and organization. Each chapter, section, subsection, etc. should have a title. An identical entry should exist in the TOC. Each chapter is numbered using Hindu-Arabic numerals: 1, 2, 3, ... Sections within a chapter are numbered using a two-level scheme, (chapter no).(section no); for example, sections in chapter 3 are numbered 3.1, 3.2, 3.3, ...

Subsections within a section are numbered using a three-level scheme, (chapter no).(section no).(subsection no); for example, subsections in chapter 3, section 2 are numbered 3.2.1, 3.2.2, 3.2.3, ...

General Structure of the Dissertation

Initial Pages (As mentioned above)

Chapter 1: Introduction

Chapter 2: Review of literature

Chapter 3: Methodology (or Materials and Methods)

Chapter 4: Theoretical Consideration or Model development (Optional)

Chapter 4 or 5: Results and Discussion

Chapter 5: Conclusions

List of Reference (as per standard style: Ref Annexure V)

Appendices

List of Publications

Introduction

In this chapter you formulate the problem that you want to address, the initial goals you had, etc. without going into details. Here you also describe the structure of the rest of your report, indicating which chapter will address which issue.

Review of literature

The discussion on the literature may be organized under a separate chapter & titled suitably. Summarize the literature that you have read. Rather than literally copying the texts that you have read, you should present your own interpretation of the theory. This will help you in developing your own thinking discipline and technical language.

Theory-Oriented Chapters

The basic theory necessary to formulate the subject matter may be presented under a separate chapter & titled suitably.

Practice-Oriented Chapters (experiment design)

Depending on the work that you have done, it might be important to write about the system specifications, practical details, system behavior and characteristics and cross links of the selected topic.

Conclusions

This is one of the most important chapters and should be carefully written. Here you evaluate your study, states which of the initial goals were reached and which not, mention the strong and weak points of your work, etc. You may point out the issues recommended for future research.

5. Equations

Each equation should be numbered using a two-level scheme, (chapter no).(eq no). While typing, the equation numbers should be flush right. (Use MS Word Equation editor or LaTeX) This number (e.g. 2.4, with 2 as chapter number and 4 as equation number) should be used (as Eqn. 2.4) whenever the equation is referred in the text. The equations should be clearly written. Symbols used in the equations should be explained immediately after the equation when they are referred first as well as in the nomenclature. **SI units must be used through out the report.** Example: $a = b + c$ (3.14)

6. Acronyms

Avoid acronyms (short forms) in the report except the following standard ones.

Equation(s): Eq(s), Figure(s): Fig(s). The words 'Table' and 'Chapter' are not shortened. If any other acronyms have to be used, list them separately at the beginning (after nomenclature). Mention the acronym in the brackets following its full form, whenever it occurs first. **The first word in a sentence is never a short form.**

7. Tables and figures

Tables and figures should be numbered and captioned. Each table or figure should be numbered using a two-level scheme, (chapter no).(table no) or (chapter no).(figure no). This number (e.g. Table 4.8, or Fig. 3.7) should be used whenever the equation is referred in the text. Each table as well as figure should have a title. An identical entry should exist in List of Tables or List of Figures respectively. Title of a table is given at the top of the table following its number. Title of a figure is given at the bottom of the figure

following its number. Tables and figures should be on separate pages immediately following the page where they are referred first. Photocopied tables should not be included. Photocopied figures should be avoided as far as possible and if included they should be large enough and clear. If taken from any reference, the reference should be cited within the text as well as at the caption of the figure or table.

8. Bibliography style as per the University Standards

9. The Appendices

Appendices are useful for those things that you consider important, but that do not fit in the main presentation of your work. There could be several reasons for using appendices: the material is too long and has too many details (e.g. the specifications of instruments or equipment), you have formulated a theorem, the proof of which is too long for the main text, you want to include a user manual for the software that you have come across (strongly recommended!), you want to present the schematics of a hardware design, experimental set-up, survey proforma etc. Appendices tend to occupy many pages. Think carefully on what you want to include. Appendices follow chapters, and are numbered using Roman numerals (Appendix I, Appendix II, Appendix III, etc.) in this format.

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VILLAGE ELECTRIFICATION USING SPV SYSTEMS IN LIEU OF ELECTRIC GRID EXTENSION

THESIS SUBMITTED IN PARTIAL FULFILLMENT OF THE
REQUIREMENT FOR THE DEGREE OF

**MASTER OF TECHNOLOGY
IN
ENERGY TECHNOLOGY**

IN THE SCHOOL OF ENGINEERING
TEZPUR UNIVERSITY

By

XXXXXXXXXXXX, *M.Sc. (Physics)*



**DEPARTMENT OF ENERGY
TEZPUR UNIVERSITY
TEZPUR, INDIA**

MAY 2013



**TEZPUR UNIVERSITY
SCHOOL OF ENGINEERING
DEPARTMENT OF ENERGY**

Forwarding Certificate

I/We hereby recommend that the thesis prepared under my/our supervision by **Neelam Bora** entitled “*Establishment of smart Micro Grid at Solar Energy Centre*” be accepted in partial fulfillment of the requirements for the degree of Master of Technology in Energy Technology.

Sadhan Mahapatra
Internal Supervisor
Department of Energy
Tezpur University

J P Singh
External Supervisor
Scientist F
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New Delhi

Prof. D. C. Baruah
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**TEZPUR UNIVERSITY
SCHOOL OF ENGINEERING
DEPARTMENT OF ENERGY**

Certificate of Approval

The foregoing thesis by **Sanzida Tasmin Ali (Registration Number ENE10019)** is hereby approved as a creditable study carried out and presented in a manner satisfactory to warrant its acceptance as a pre-requisite to the degree for which it has been submitted. It is understood that by this approval the undersigned do not necessarily endorse or approve any statement made, opinion expressed or conclusion drawn therein but approve only for the purpose for which it is submitted.

Committee On
Final Examination for
Evaluation of Thesis

DECLARATION

I, Sanzida Tasmin Ali, hereby declare that this thesis entitled “***Wind Energy Resource Assessment of North-Eastern Region of India***” is submitted to the Department of Energy, Tezpur University, Tezpur, Assam, India for acceptance to award the degree of the Master of Technology in Energy Technology is prepared by me and the same has not been/is not being submitted to any other institution.

Date:
Place: Tezpur

(Sanzida Tasmin Ali)
Department of Energy
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ACKNOWLEDGEMENTS

Abstract