

Mech. Eng. Dept., IIT-Delhi
ME800: M. Tech Major Project
(*Design of Mechanical Equipment*)

December 1, 2001

Last Date of M.Tech Major Project Report Submission:

17-12-01 (12 noon); Venue: ME Dept. Office

Viva-Voce Examination: 27.12.01 (Schedule and venue will be announced later)

1 Submission [See Appendix ?? for Guidelines]

Three copies (Four copies in case of two supervisors) of the major project report in *grey* colour binding are required to be submitted.

2 Viva-Voce Examination [See Appendix ?? for Guidelines]

The presentation and viva-voce examination will be held on

Dec. 27, 2001 (time and venue will be announced later)

Each thesis will be evaluated by a committee consisting of three evaluation committee members, an internal examiner and an invited external examiner for that report.

The break up of the marks is as under:

1. Examiner's (internal and external) assessment	250
2. Evaluation Committee's assessment	100
3. Supervisor's assessment	150
5. Mid-term Evaluation	150
(Examiners: 50 + Eval. Cmt.: 50 + Sup(s): 50)	—
Total	650

A Guidelines for Report Writing

A.1 Report Format

According to the new guidelines by the BPGS Circular no. IITD/A&E(PGS)/2000/T645 dt. 18.10.2000,

- Line Spacing: **1.5**
- Font: **12pt.**
- Typing: **Back to back**

A.2 Report Contents

The report should have the following:

1. Inner cover page;
2. Certificate [signed by the supervisor(s), begin numbering pages with this page as number (i)];
3. Acknowledgment(s);
4. Abstract (~ 150 words) & Keywords (max. 6) [one page];

5. Table of contents [include above items, titles of all chapters, references, appendices, drawings, program listings and floppies];
6. Nomenclature & Abbreviations [in alphabetical order followed by Greek symbols, superscripts, subscripts, underlined quantities, etc.];
7. Body of the report: The body should contain
 - Chapter 1: Introduction (Begin numbering pages with this page as number 1)
 - Chapter 2: Review of Literature and Statement of Problem (The literature review must mention all work done earlier in IITD besides other references)
 - Chapter 3: (Progress to date and results should be given in this and subsequent chapters)
 - ⋮
 - Chapter: Conclusions and Future Work (This is the last chapter of the Report)
8. References [See ?? for details]; and
9. Appendices [See ?? and ?? for details].

A.3 References

In the text, the references should be given in one of the following ways:

Authors's last name (if only one author), or both authors last names (if only two authors) or by first authors last name followed by et. al. The name(s) should be followed by the year in the brackets.

In the List of References, the references should be listed in (a) alphabetical order of the author's name or (b) in chronological order and alphabetical order for each year.

Some Examples

(a) Full reference:

Kumar, A., 1994, "Studies on Water Sprays," B. Tech. Project Report, Mech. Engg. Dept., IIT Delhi.

In the Text it should be mentioned as: Kumar (1994)

(b) Full reference:

Prasad, A.B., Kumar, C.D., Jones, E.F., Chiu, S.H., and Frost, P., 1992, "Some Studies in Engineering," J. Hypothetical Technology, v. 72, N. 2, pp. 82-90.

In Text: Prasad et. al. (1992)

(c) Full reference:

Raman, A., and Bashyam, T.C.A., 1991, *Dynamics of M. Tech Theses*, Tata McGraw-Hill, New Delhi.

In Text: Raman and Bashyam (1991)

[Note that for books, publisher's name and place must be included]

A.4 Program Listings

All computer programs developed should be presented in the Report in the following manner:

- (a) Source code listing with complete coding
- (b) A 3.5" floppy with program source code, executable files, data files etc.
- (c) User's manual giving details of how to use the programs and the system requirements to be bound with the report.

A.5 Drawings

- (a) All engineering drawings must confirm to the requirements of Bureau of Indian Standards publication SP-46/1988 Engineering Drawing Practice for Schools and Colleges (available at Bureau of Indian Standards, Bahadur Shah Zafar Marg, Delhi).
- (b) If drawings are large they be included at the back of the report in a separate pocket.
- (c) In case drawings are made using CAD packages, then 3.5" floppy should be included which contains all files and details of the packages used, written on the floppy.
- (d) All drawings must have the title block (see SP- 46/1968).

A.6 General

- (a) Each equation must be numbered and numbering should be sequential.
- (b) Sketches, drawings, graphs and photographs should have a Fig. number and title.
- (c) Each table should be numbered.
- (d) Margins: All text, drawings, tables, etc., must be positioned on an A4 sheet with 25 mm margin on the top, bottom and right side and, 37 mm margin on the left side.
- (e) Type in double spacing in 12 point font.
- (f) The Report which is submitted must be complete and error free.

A.7 DO'S AND DONT'S

1. Begin writing as early as possible and get it continuously corrected by your supervisor(s).
2. Do spell check.
3. Read the draft of the Report carefully. All References, Figures, Tables, Equations, etc. are referenced in the text should be present in the Report and with the same numbering or referencing. Conversely, all References, Figures, Tables, Equations, etc. must be cross referenced in the text, e.g., there should be no Figure in the Report which is not referenced in the text. Spell check cannot identify correctly spelt words used in the wrong context, e.g. if you have typed "he" in place of "the" then spell check will not indicate any mistake but the meaning of the sentence would change drastically.
4. Before binding, make sure that all pages are in each copy at the proper location and are legible.
5. Make sure proper units, SI as far as possible, appear where ever required.

B Guidelines for Presentation

Let's make a good presenataion!!

1. Text of transparencies should be $\geq 14\text{pt}$ (**4mm height**) in black. Other colours should be used only for highlighting, underlining, etc. only.
2. Ten to twenty words in a transparency/slide

Your audience can usually read no more than 10 to 20 words without losing your thread of thought... And remember that graphs and maps are almost always better than tables of results.

[From "Time to improve our oral presentations," by M. Wever, *Technical Communications*, First Quarter, 1970]

3. Have all transparencies/slides organized well in advance of your presentation.
4. Assume that the audience knows nothing about your subject; lead them through it step-by-step. At the end, tell them what you told them. You can talk about:
 - why the subject is significant,
 - why the subject is of interest to you,
 - the commonly accepted understanding of the subject,
 - interesting aspects that you discovered,
 - what future directions might be considered,
 - what you learned in working on the subject,
 - what opinions you had at the start and now, and
 - what the information in your thesis/paper/report may be helpful to others

5. Address the audience, not the screen.

6. Never apologize. If something is too poor to show, don't show it.

Never, but never show a slide and then apologize for it. Don't show it. What did you think of the last speaker you heard say "I apologize for the poor quality of this slide,"... , or "I'm sorry you can't read the columns of numbers on this slide but I just wanted to point out ..."? Point out what, fella—we can't read it, remember?

[From "Let there be stoning" by J.H. Lehr, *Ground Water*, Mar.-Apr., 1985]

7. Use consistent units between your transparencies/slides and talk.
8. Use repetition of transparencies/slides for effect.
9. Leave transparencies/slides on the screen *while* discussing the subject; don't Leave them the screen *after* discussing the subject.
10. Authors should rehearse their talk and ensure that it complies with the maximum time available.

Think of the time the audience is collectively giving you. ... Don't you owe them a few hours of effort in return.

[From "Let there be stoning" by J.H. Lehr, *Ground Water*, Mar.-Apr., 1985]

(Dr. S.K. Saha)
Prog. Coordinator

cc: [1] Head, ME Dept.; [2] Supervisors; [3] Evaluation committee members; [4] Notice board; [5] Mr. NK Choudhury, ME Dept. Lib.