

Discussion on **REPORT CONTENTS**

Presented by:

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1

Proposal

At the beginning



2

Progress

In the middle of
ongoing work



3

Final

At the time of
submission

GENERAL/ FINAL REPORT

Preliminary Part

- 1 Cover Page
- 2 Title Page
- 3 Copyright
- 4 Certificate of Approval
- 5 Abstract
- 6 Acknowledgement
- 7 Table of Contents
- 8 List of Tables
- 9 List of Figures
- 10 List of Abbreviations

Main Part

- CHAPTER ONE: INTRODUCTION
- CHAPTER TWO: LITERATURE REVIEW
- CHAPTER THREE: METHODOLOGY
- CHAPTER FOUR: RESULTS AND DISCUSSION
- CHAPTER FIVE: CONCLUSION AND RECOMMENDATION

End Part

- Budget
- Work Schedule
- References
- Appendix

PROPOSAL REPORT

Preliminary Part

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Main Part

- CHAPTER ONE: INTRODUCTION
- CHAPTER TWO: LITERATURE REVIEW
- CHAPTER THREE: METHODOLOGY
- CHAPTER FOUR: EXPECTED OUTCOME

End Part

- Budget
- Work Schedule
- References
- Appendix

PROGRESS REPORT

Preliminary Part

- 1 Cover Page
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Main Part

- CHAPTER ONE: INTRODUCTION
- CHAPTER TWO: LITERATURE REVIEW
- CHAPTER THREE: METHODOLOGY
- CHAPTER FOUR: RESULTS AND DISCUSSION
- CHAPTER FIVE: REMAINING WORK

End Part

- Budget
- Work Schedule
- References
- Appendix

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Main Part

- CHAPTER ONE: INTRODUCTION
- CHAPTER TWO: LITERATURE REVIEW
- CHAPTER THREE: SITE STUDY AND DATA COLLECTION
- CHAPTER FOUR: DESIGN AND SIMULATION
- CHAPTER FIVE: COMMISSIONING AND INSTALLATION
- CHAPTER SIX: CONCLUSION AND RECOMMENDATION

End Part

- Budget
- Work Schedule
- References
- Appendix

- Cover Page
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- List of Figures

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- List of Abbreviations

- **Cover page**

- Starts with information about the university
- Title, Name of researcher
- Degree conferred upon.....
- Department
- Month, Year
- No page number

- **Title page**

- Starts with Title
- Name of researcher
- Supervisor, designation, institute
- Degree conferred upon....
- Month, Year
- Starts from ii

- **Copyright ©**

- **Certificates of Approval**

- **Abstract** → summary of overall report → 100-350 words

- Background
- Problem statement
- Objectives
- Scope and Limitations
- Method
- Output
- Do not give citations in this part
- One and half page long in report

- **Acknowledgement**

- Words of thanks and gratitude who helped

- **Table of Contents**

- Shows the report organization

- Cover Page
- Copyright
- Abstract
- Table of Contents
- **List of Figures**

- Title Page
- Certificate of Approval
- Acknowledgement
- List of Tables**
- List of Abbreviations**

- **List of Tables**

- List of all the tables in the chapter
- Table caption written above the table
- **Should start as** Table 1.1, Table 1.2, Table 2.1, Table 2.2, Table 2.3 Table 3.1 Table 3.2 Respectively for figures in chapter 1, chapter 2, chapter 3, So on.
- In the content comes as “The same theory has been depicted in Table 2.1 in above section.”

- **List of Figures**

- List of all the figures in the chapter
- Figure caption written below the figure
- **Should start as** Figure 1.1, Figure 1.2,Figure 2.1, Figure 2.2, Figure 2.3 Figure 3.1 Figure 3.2 Respectively for figures in chapter 1, chapter 2, chapter 3, So on.
- In the content comes as “The same theory has been depicted in Figure 2.1 in above section.”

- **List of Symbols/ Abbreviations**

- List of all symbols, abbreviations
- Must be in alphabetical order
- Don't use a variable or a notation for multiple denotation

CHAPTER ONE: INTRODUCTION

CHAPTER TWO: LITERATURE REVIEW

CHAPTER THREE: METHODOLOGY

CHAPTER FOUR: RESULTS AND DISCUSSION

CHAPTER FIVE: CONCLUSION AND RECOMMENDATION

- **Introduction**

- Background (not less than 1 page)
- Problem Statement
- Objectives (main and specific objectives)
- Scope and Limitations
- Report Organization
- Page numbering starts from 1

Introduction require citations

Citation on data, figures ,tables, equations etc...

Must describe each and every figure, table, equation in immediate paragraphs

Inside Chapter one: Introduction

1.1 Background

- Background
- Why are you going to do this work?

1.2 Problem Statement

- What problem does it solve?
- What gaps need to be filled?

1.3 Objectives

- Main Objective
 - Almost same as title
 - ? done to do ? using ?
- Specific Objectives
 - Must be in bullet points → at least 2 at Bachelor level and 3 at Master/ PhD level
 - Each specific objective has its own output
 - The specific objectives must be achieved to obtain overall objective

1.4 Scope and Limitations

- Scope
 - Discuss positive impacts
 - Can be technical, social, environmental, economic aspect
- Limitations
 - Assumptions
 - Manipulation

1.6 Report Organization

- Summary of each chapters
- Must not exceed half page

**Citations [1], [2], [3].....
For more than one citations [4][5]**

CHAPTER ONE: INTRODUCTION

CHAPTER TWO: LITERATURE REVIEW

CHAPTER THREE: METHODOLOGY

CHAPTER FOUR: RESULTS AND DISCUSSION

CHAPTER FIVE: CONCLUSION AND RECOMMENDATION

- **Literature Review**

- General Background → recognizing specific topics
- Summary on reviewed papers
- Must refer journal papers
- Must refer the recent papers
- Can be journal papers, conference papers, books, online sites, thesis book, project/ case study etc.

Literature Review, Methodology all require citations

Citation on data, figures ,tables, equations etc...

- **Methodology**

- Overall flowchart
- Raw data/ information → could be test system and its features
- Overall block diagram → this is technical diagram
- Problem Formulation → Objective function + equality and inequality constraints
- Methodology → Algorithm + flowchart

Must describe each and every figure, table, equation in immediate paragraphs

CHAPTER ONE: INTRODUCTION

CHAPTER TWO: LITERATURE REVIEW

CHAPTER THREE: METHODOLOGY

CHAPTER FOUR: RESULTS AND DISCUSSION

CHAPTER FIVE: CONCLUSION AND RECOMMENDATION

- **Results and Discussion**

- Results in terms of data, percentage, comparison
- Also, focus on results validation + Analysis part
- Only keep the graphs and charts which reflect the objectives and specific objectives, not necessary you must keep each & every output
- Show in graphs, charts
- Every table, figure must have description in immediate paragraph

- **Conclusion and Recommendation**

- **Conclusion (must have sub-heading numbering 5.1)**
 - Must satisfy the objectives
 - Should be in terms of data, percentage, increment, decrement etc.
- **Recommendation (must have sub-heading numbering 5.2)**
 - How the work could be improved?
 - Limitations of the work could be considered.

Results and Discussion
Conclusion and Recommendation
Doesn't have citations

- **Budget**
 - Must include market available, affordable, products
 - In later stage, need VAT bills
 - Must not exceed allocated amount
- **Work Schedule**
 - Specific, well defined tasks
 - Be aware of the submission dates, exams and divide your time
 - Can be in terms of days, weeks , months → within stipulated timeframe
 - Must be gantt chart
- **References**
 - Must be in IEEE format
- **Appendix**
 - Contains Simulation diagram
 - Raw information/ data
 - Questionnaire
 - Specifications/ datasheet
 - Code

Final Thesis Report Size

| Headings | Minimum | Maximum |
|---------------------------------------|-----------|-----------|
| Before Chapters | 10 | 10 |
| Chapter Introduction | 5 | 5 |
| Chapter Literature Review | 10 | 15 |
| Chapter Methodology | 15 | 20 |
| Chapter Results and Discussion | 15 | 20 |
| Chapter Conclusion and Recommendation | 2 | 2 |
| References | 3 | 3 |
| Appendix | 5 | 5 |
| Total | 65 | 80 |

Note: Can have minor deviations

Some General Information

- Title must be very specific
- Use passive voices
- Don't use first person (I, we, us), second person (You, your), third person (he, she, it, they, them) in content.
- Avoid writing long sentences
- Write only the gist thing, don't elaborate unnecessarily.
- The information/ idea must not be repetitive
- Avoid copying/ pasting, rather rephrase
 - Word has connection to Dictionary...select the word → right click → select thesaurus or smart lookup
- Turnitin

Coherence

- There must be a proper flow of information in the chapters
 - Simpler, general idea/ information followed by complex, proposed idea/ information
 - **For example:** At the beginning of chapter contains the basic theory on ohm's law, Kirchhoff's laws and later contains DC theorems, AC circuits.
- The flow of idea/ information must be same in all the chapters
 - **For example:** If chapter one has order as: Generation, Transmission, Distribution, same order should be followed in rest chapters.
- There must be coherence in paragraphs and the chapters
 - Must have connection between paragraphs and the chapters
 - **For example:** If first paragraph has principle of Transformer, second paragraph must discuss the operation, must not jump to its application.

Questions???

Thank You!