**GUIDELINES FOR REPORT WRITING**

 **for**

**T.E.Civil**

**(Minor Project and Seminar Report)**

**Applicable From Academic Year 2014 - 15**

**Shri Sant Gadge Baba College of Engineering and Technology, Bhusawal– 425201 (M.S.)**

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**GUIDELINES FOR MINOR PROJECT/ SEMINAR REPORT WRITING (T.E.)**

**1 PREAMBLE:** The purpose of introducing these contents at third year level is to provide exposure to students with a variety of projects and activities that can be carried out in their respective branches. This activity is supposed to enrich their academic experience and bring enough maturity in students while selecting the final year project and seminar topics. Students should take this as an opportunity to develop skills in Implementation, presentation and discussion of technical ideas/topics in a public forum. Therefore, proper attention shall be paid to the content of report which is being submitted in partial fulfillment of the requirements of the third year and it is imperative that a standard format be prescribed for the report. This document provides guidelines and standard format for TE seminar/ Minor project report writing and it may be referred as report writing guide. Some material in this document may be of use in the preparation of any technical report.

**2 ORGANISATION OF THE REPORT:** Size of report shall be of minimum 25 pages. The report shall be presented in differtent chapters starting with introduction and ending with conclusion. Each of the chapters should be given precise title reflecting the contents of that chapter. A chapter can be divided and subdivided into sections and subsections so as to present the content discretely and with due emphasis. In addition to main material of the report; preliminaries, references, appendices etc should be included in the report.

**2.1. Sequence of Contents:** The material should be placed and bound in following order:

 **i) Preliminaries:** The following information should be furnished in the given sequence.

Top Sheet of transparent plastic

 Title page

 Certificate

 Declaration

 Abstract

 Table of Contents

 List of Figures

 List of Tables

 Nomenclature

 Acronyms if any

 **ii) The Chapters (Main material):**

Itshall be presented in number of chapters starting with introduction and ending with conclusion as explained in section 4.

 **iii) Acknowledgement**

 **iv) Appendices:**

 **v) References:**

 **vi) Publications (if any):**

**3 PRELIMINARIES:**

**3.1. Title Page:** It is a first page of report. Try to find a title that clearly describes the work you have done and be as precise as possible. Mention **Minor** Project / Seminar title, your name, guide’s (and co-guide’s) name, name of the department (i.e. Electronics and Telecommunication Engineering etc), name of the institute, place, month and year of the submission of report. **Refer page no 9**.

**1**

 **3.2. Abstract: This is the summary of your work i.e. minor project or seminar** Summarize the main points of the report separately on one page. Interested persons should be able to judge from the abstract whether the report is really interesting for them. So, briefly formulate your work that has been implemented, the solutions derived, the results that have been achieved, and your conclusions. The abstract should not occupy more than one page (about 150 to 200 words). It must contain the context/ relevance of your idea or implementation or study at hand, a description of what was done and a gist of the significant studies, observations/ results. It’s noteworthy that the abstract shall be prepared after project work is over and report is completed in all respect. This page should precede the ToC page.

 **3.3 Certificate and Declaration:** Both pages shall be in the unique format provided with this report writing manual and duly signed by student, guide and all the authorities in relation to your work with date. **Refer page no 10 and 11.**

 **3.4 Acknowledgement:**  here you have to acknowledge all the personalities who helped

 you in your work. Please keep this brief . Do include all those who helped you,

 e.g. other faculty / staff you consulted, colleagues who assisted etc.

**3.5 Table of Contents (ToC): Refer page no 11**

* It should list items in the following order.

 **-** Certificate (before ToC)

 **-** Declaration (before ToC)

 - Abstract (before ToC)

 - List of figures (1.1, 1.2, 1.3.., 2.1, 2.2, .. etc.) (after ToC)

 - List of tables (1.1, 1.2, 1.3.., 2.1, 2.2, .. etc.) (after ToC)

 - Nomenclature (after ToC)

 - Acronyms if any (after ToC)

 - 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)

 Acknowledgement

 - Appendices (I, II, III, IV, .. etc. + name), if any

 - References

 - Publications if any

* Do not include the table of contents itself in the ToC.
* Use borderless table for ToC

 **3.6 List of Figures and Tables:** Tables and figures should be numbered and captioned. Each table or figure should be numbered using a two-level numbering scheme, (chapter no).(table no) or (chapter no).(figure no). This number (e.g. Table 4.8 here 4.8 shows 8th table in chapter 4, or Fig. 3.7) should be used whenever the table/figure is referred in the text. Each table/ figure should have a title/caption. 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 preceded by its number. Caption of a figure is given at the bottom of the figure preceded by its number. Figures and tables should appear as close as possible to their first occurrence/mention in the running text of the chapter these belong to; these must appear after the first mention and not before. 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.

 **3.7 Nomenclature:** This part helps the readers in understanding the new mathematical terms/symbols in your report. It is necessary whenever symbols are used. This is in order of English (i.e. Roman) letters (Uppercase followed by lowercase), Symbols in Greek letters (see Appendix for the alphabetical order of 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.

 **3.8 Numbering of Report:** Every page of the report other than the title page should be numbered. Pages of Certificate, 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 numerals (1, 2, 3, … etc.). The page numbers should appear at the bottom center as it is appearing in this document.

**4 THE CHAPTERS:** In general the following chapters may be included

Introduction.

Literature survey.

Theory ( Implementation, Methodology, Applications, Advantages, Disadvantages. etc)

Future scope.

Conclusion.

You can take the flexibility of changing the number of chapters you need and their contents strongly depending on the topic selected and the subject matter to be presented. you have to structure report according to the flow of overall logic of your work.

 **4.1 General Guidelines:**

* Each chapter, section, subsection, etc. should have a title. An identical entry should exist in the ToC. Each chapter is numbered using numerals: 1, 2, 3, ..
* Title with interrogative sentence should be avoided.
* The chapters may be structured in to sections and subsections. Sections within a chapter are numbered using a two-level numbering scheme, (chapter no).(section no); for example, sections in chapter 3 are numbered 3.1, 3.2, ... 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, ... The sections and sub-sections must carry titles. Use different fonts for section titles and sub-section titles as specified in section 7.3.2 on page no 7.
* The SI system of units should be used as far as possible.
* Results/ Discussion/ Comments: If there are too many aspects to be covered then organize them in a logical manner.

**4.2 Introduction:** In this chapter give introductory information about your minor project/seminar. The purpose of this section is to let reader know briefly about your work. Apart from introduction mention about need of taking this work, problem that you want to address, the statement of a problem and its relevance, 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.

**4.3 Literature Survey: While implementing any new idea or delivering a seminar on new technology, there is need to refer previous technical material available on this issue.you have to read books or technical papers available on your topic or idea.We have subscribed almost all standard journals in our library. Refering the technical material related to your topic you have to do literature survey.** It should be as exhaustive as possible but related to your work. The discussion on the literature may be organized under a separate heading & 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. The last part of this section must contain a brief mention of the gaps in the literature and a justification for undertaking your seminar/minor project. Do not be too general. Avoid writing essays on historical developments.

**4.4 Theory-Oriented Chapters:** The basic theory necessary to formulate the subject matter may be presented under this chapter & titled suitably.

**4.5 Practice-Oriented Chapters:** Depending on the work that you have done, it might be important to write about the system specifications/design, practical details, system behavior and characteristics, Hardware Design, Software Development, Results and Discussion etc.

**4.6 Conclusions: This part indicates whether you have achieved your objectives or not.** This is one of the most important chapters and should be carefully written. It should be broadly divided as objective or introduction, conclusions and future scope. Here you evaluate your study, state which of the initial goals was reached and which not, mention the strong and weak points of your work, etc. You may point out the issues recommended for future research. State these clearly, in point-wise form if necessary, with respect to the original objective. Do not disguise "descriptions" of specific aspects, covered in the work as conclusions.

**4.7 Equations:** Each equation should be numbered using a two-level numbering scheme, (chapter no).(eq no). While typing, the equations should be centrally placed while equation numbers should be flush right. (LaTeX does this by default.) 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 throughout the report. Present equations in dimensionless form, wherever possible and appropriate.

**4.8 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 shall never be a short form.

**5 REFERENCES:** This should follow appendices, if any, otherwise the conclusion chapter. This chapter is also referred as “Literature used”. Each entry in the reference has a label. All references cited in the text-body should be there in the Reference list and vice versa. Established acronyms may be used. e.g. AC, DC, ASME, ASTM, IIT, Jnl, etc., provided there is no likelihood of any confusion.

* **Labeling:** One of the following systems can be used for labeling the cited entries.

 **System 1:** A numeric label arranged in an order of citation in the main text. This label is used in square brackets or as superscript at the point of citation, e.g. [34]. The references should be arranged together in the order of this numeric label.

 **System 2:** A label derived from the authors name and the year of publication. For entries with 2 authors, include the surnames of both the authors followed by the year of publication. For entries with multiple authors, include the surnames of the first author followed by ‘et al.’ and the year of publication. This label is used in round brackets at the point of citation, e.g. (Taylor, 1982) or (Taylor et al., 1982) or (Taylor and Morgan, 1982).

* The references should be arranged together in the alphabetical order of the author surname (1st priority) and the year of publication (2nd priority).
* The reference list thus compiled together should be included after Appendices. In the reference list, you should provide the details of each entry in the following manner. These details differ depending on the type of bibliographic entry.

 **- For a book:** name of the authors, title, publisher, city of publication and year of publication, page numbers. (Taylor J. R., An Introduction to Error Analysis, Oxford University Press, Mill Valley, CA,USA, 1982, pp. 34-67)

 **- For an article in a journal:** name of the authors, title, name of the journal, volume (issue number), year and range of pages. (Bandyopadhyay S., Bera N.C. and Bhattacharyya S., ‘Thermoeconomic Optimization of Combined Cycle Power Plants’, Energy Conver. Mgmt., 42(3), 2001, pp. 34-67)

 **- For an article in conference proceedings:** name of the authors, title, name of conference, editors (if present), year range of pages. (Kedare S.B. ‘Optics, Design, Performance and Economics of the Dynamic Fresnel Paraboloid Reflector Concentrator Dish with Point Focus for High Temperature Solar Thermal Applications’, Proceedings of National Renewable Energy Convention ’99, Sawhney R.L. (Ed.), 1999, pp. 34-67.)

 **- A chapter in a book:** authors of the chapter, title of the chapter, editors of the book, title of the book, publisher, city of publication, year of publication and range of pages.(Bilgen E., Industrial Solar Power Stations, Veziroglu T.N. (Ed.), Solar Energy and Conservation: Technology, Commercialization, Utilization, Volume2, Pergamon Press, NY, USA,1978, pp. 34-67)

 **- A report:** authors, title, university/company, report number, year. (Ahmed K., Renewable Energy Technologies, World Bank Technical Paper Number 240, 1994)

 **- A Ph.D. or Masters Thesis:** author, title, department, university, year. (Kedare S.B.,

 'Investigations on a Reciprocating Wind Machine', Ph.D. Thesis, Dept. of Mechanical Engineering, IIT, Mumbai, 1991)

 **- A manual / handbook / standards :** company name (if there are no authors), title, reference number, year. (British Standards Institution, Specification for Steel girder bridges, BS153 : Parts 3B & 4 : 1972, 1972)

 **- A web-site :** Author or Organization, name of the site, complete address of the site, date visited (Danish Wind Industry Association, Aerodynamics of Wind Turbines: Lift, http://www.windpower.org /tour/wtrb/lift.htm, Aug 16, 2002)

* **Bibliography:** In a few exceptional cases, it is useful to suggest a list of publications for background reading. These are not cited anywhere in the text. This list can be included as ‘Bibliography’. It should follow ‘References’ on a fresh page.

**6 ADDITIONAL GUIDELINES FOR SEMINAR/ MINOR PROJECT REPORT:** Following are the additional important guidelines which shall be followed by all students.

 **6.1 Interaction With Guide: Students have to undergo regular presentation of report and their work as mentioned in academic calendar.**It is recommended that you meet your guide regularly during the course of the seminar/project. You should maintain a record notebook/file where you can include a record of your discussions with your guide, literature survey details, derivations etc. Such a system will allow easy and quick access to the details and chronology of your work. The final responsibility for producing an error-free report lies with student.

 **6.2 Submission:** Before the end of semester, student shall deliver a seminar and submit the seminar report (paper bound copy)

 Students shall follow the following guidelines for final submission.

* First, get draft copy of your report approved and certified by your guide and HoD.
* Submit only one copy per group for minor project and individual copy for seminar of above report in spiral binding form on or before due date.
* Number of copies to be submitted is student + department . The bound copies of your report should be submitted within the given deadline. Late submission may not be acceptable. Make sure that the certificate in your report is signed by concerned authorities before you make the final submission of the report.

 **6.2.1 Binding:** The report shall be spiral bound.

**6.3 Format:**

 **6.3.1 Paper :** use plain A4 sized (height 297 mm, width 210 mm) good photocopying paper sheets, 70 to 90 gsm (16 to 20 pounds), whiteness 95% or above, smooth finish.

 **6.3.2 Typesetting, Text Processing and Printing:**

* All material should be typed in 1.5 line spacing using times new roman and the vertical space between paragraphs shall be 2.5 line spacing. The first line of each paragraph should normally be indented by six characters.
* The recommended margins are 25 mm (1 inch) for top, bottom, right and left with an extra 13 mm (0.5 inch) for binding on the left. Other than page numbers, no material should intrude into these margins.
* Each chapter should commence with a chapter number (12 TNR Bold title case) and title (14TNR Capital Bold). The text should begin on the same page with 2 blank lines of 1.0 line spacing between the last line of the chapter title and the first line of your text material. Keep 1 blank line of 1.0 line spacing between the chapter number and the title of the chapter. Adjust the chapter number and the title to fall in the center of the page.
* Use Capital Bold, TNR 12 font for all two level subtitles in the chapter.
* Use Title Case (Each word capital) Bold, TNR 12 font for all three level subtitles in the chapter.
* Use Sentence Case (First word capital) Bold, TNR 12 font for all four level subtitles in the chapter.
* Use Title Case (Each word capital), TNR 12 font for all titles/captions of tables/figures.
* Use TNR 12 font for writing the text.
* All pages, including figures and tables, should be numbered. Figures and tables should be complete in all respects (legends, number, caption/title, reference (if any), coordinate labels with units). Experimental data should typically be represented by centered symbols, while theoretical data by continuous curves in figures. Photographs should be treated as being equivalent to figures, with the caption being placed at the bottom of the photograph.
* When displaying computer code listings (usually in an appendix) please ensure that these contain appropriate comment statements so that the code can be understood easily. It is always desirable to have a high degree of similarity between the variables names / symbols that you have used in the report and those which appear in the code (e.g. *D* and RHO etc.)

 **6.3.3 Page Limits:** Use pages optimally. Put quality contents only.

 **6.4 Publications by the candidate:** It is recommended to make effort to publish a article/ paper in relation to topic of seminar or minor project in magazine or any journal.

 **6.5 General Guidelines**

* Do not make spelling or grammatical mistakes in your report.
* Use the passive voice ("was done") in technical writing.
* A paragraph should normally comprise of more than one line.
* Only one line of any paragraph should not be left at the top or bottom of the page.
* Pay attention to detail and accuracy.
* Be clear, but concise.
* **Sincerely avoid typographical errors. Remember, these mistakes will result in a re-submission.**
* Read report carefully before submission
* Write introduction and conclusion after writing the main body of the report.
* Write the numbers 0 to 9 in words and the numbers > 9 in figure.
* Repetitions in the titles of figures and tables are to be strictly avoided.
* **All tables and figures included in the report shall be referred in the text.**

**6.5 Expectations From Work**

* Literature survey of related work with a justification and desirability of undertaking the study.
* Theory / model equations including method of solution.
* Experiment / design of experiments, description of equipment and materials, methods

 of analysis.

* Salient observations on the results you have obtained such as the relationships between different variables and parameters, comparison between theory and experiment, comparison with previous literature, limitations, justification of prior assumptions made, and inconsistencies.
* Summary of salient observations and scope and desirability of further work on the problem, applications, potential areas

**Appendix I Format for TOP COVER/TITLE PAGE**:

Reports should have the following as cover page:

Also the same is to be repeated as first page within.

**WEATHER MONITORING**

**T. E. SEMINAR/ MINOR PROJECT REPORT**

(Title of Seminar/project and the programme)

Submitted to North Maharashtra University, Jalgaon in Partial Fulfillment of the

Requirements for the Third Year of BACHELOR OF ENGINEERING in

Civil Engineering.

By

**STUDENT NAME**

(Roll Number –PRN : xxxxxxxx)

Guide

**Prof. X**

****

**DEPARTMENT OF CIVIL ENGINEERING**

**SHRI SANT GADGE BABA COLLEGE OF ENGINEERING AND TECHNOLOGY, BHUSAWAL-425203**

**2014-15**

**Appendix II Format for CERTIFICATION PAGE**

**SHRI SANT GADGE BABA COLLEGE OF ENGINEERING AND TECHNOLOGY, BHUSAWAL Department of Civil Engineering**

**CERTIFICATE**

****

This is to certify that the Seminar/Minor project work entitled, **“TOPIC NAME”**, which is being submitted in Third Year of Civil Engineering is the result of the work completed by **STUDENT NAME** under my supervision and guidance.

 **Prof. X Prof. P. P. Bhangale**

 Guide H.O.D.

**Dr. R. P. Singh**

Principal

**Appendix III Format for DECLARATION PAGE**

**DECLARATION**

I hereby declare that the Seminar/ Minor project entitled, **“TOPIC NAME”** was carried out and written by me/ us under the guidance of Prof. X, Department of Civil Engineering, Shri Sant Gadge Baba College of Engineering and Technology, Bhusawal. This work has not been previously formed the basis for the award of any degree or diploma or certificate nor has been submitted elsewhere for the award of any degree or diploma.

Place: Bhusawal **NAME OF STUDENT**

Date:

* **Instructions for Top Cover/Title Page**
1. **Title of dissertation/project/seminar:** All letters capital, font size - 18, Bold, centrally aligned
2. **Name of the programme, student, guide, department and college** : All letters capital, font size - 12, Bold, centrally aligned
3. **Matter, designation, examination number:** Title case, font size - 12, Bold. Examination number may not be specified on cover page.
4. Do not write designation of guide on top cover/title page.
* **Instructions for Certificate Page**
1. **College Name:** All letters capital, font size - 14 , Bold, centrally aligned
2. **Name of the department:** Title case, font size - 12 , Bold, centrally aligned
3. **Certificate:** All letters capital, font size - 12, Bold, Underlined, centrally aligned
4. **Title of Project/Seminar:** All letters capital, font size - 12, Bold.
5. **Name of student:** All letters capital, font size - 12, Bold.
6. **Name and designation of guide, HoD, Principal :** Title case, font size - 12
7. **Matter :** Title case, font size - 12, Bold.
* **Instructions for Declaration Page**
1. **Declaration:** All letters capital, font size - 14 , Bold, centrally aligned
2. **Title of Project/Seminar:** All letters capital, font size - 12, Bold
3. **Name of student:** All letters capital, font size – 12
4. **Name and designation of guide:** Title case, font size - 12 ,

5**. Matter:** Sentencecase, font size – 12. (Don’t write exam/roll no on this page.)

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**Note: List of Figures and List of Tables shall be on separate pages.**