

**Kolhapur Institute of Technology's
College of Engineering (Autonomous), Kolhapur**

“Ideas Strike by Chance, But Only to a Prepared Mind.”

**GUIDELINES FOR PREPARATION OF SEMINAR/ PROJECT REPORT:
(Approved by Internal Quality Assurance Cell (IQAC) on 19th September, 2023)**

1. ARRANGEMENT OF CONTENTS:

The sequence in which the Seminar/ Project report material should be arranged and bound should be as follows:

1. Cover Page & Title Page
2. Certificate
3. Declaration
4. Acknowledgement
5. Abstract
6. Table of Contents
7. List of Tables
8. List of Figures
9. List of Symbols, Abbreviations and Nomenclature
10. Chapters 1, 2, 3, 4.....
11. Appendices
12. References

The table and figures shall be introduced in the appropriate places.

2. PAGE DIMENSION AND SPECIFICATIONS:

The Seminar report should be bound using flexible cover of the thick white art paper covered with a transparent sheet – spiral bound). The cover should be **printed in black letters** and the text for printing should be identical.

The Project report should be hard bound with golden embossing as per the format given in **Appendix 1**.

- A4 size paper. Justified text.
- Typefaces –Times New Roman
- 12 pt, 1.5 or double line spacing.
- Avoid too much of *** EMPHASIS ***
- Headings, Sub-headings, Notes
- Use the automatic page numbering
- Use tab stops or other commands for indents, not the space bar.

- Use the table function, not spreadsheets, to make tables.
- Use the equation editor or MathType for equations.
- Save your file in docx format (Word 2007 or higher) or doc format (older Word versions).
- References should be in Standard Format (e.g. ASCE Format).

3. PREPARATION FORMAT:

3.1 Cover Page & Title Page – A specimen copy of the Cover page & Title page of the Seminar/ Project report are given in **Appendix 1**.

3.2 Certificate – The Certificate shall be in double line spacing using Font Style Times New Roman and Font Size 14, as per the format in **Appendix 2**.

The certificate shall carry the supervisor's signature and shall be followed by the supervisor's name, academic designation (not any other responsibilities of administrative nature), department and full address of the institution where the supervisor has guided the student. The term '**SUPERVISOR**' must be typed in capital letters between the supervisor's name and academic designation.

3.3 Abstract – Abstract should be one page synopsis of the Seminar/ Project report typed one and a half or double line spacing, Font Style Times New Roman and Font Size 12.

3.4 Table of Contents – The table of contents should list all material following it as well as any material which precedes it. The title page and Certificate will not find a place among the items listed in the Table of Contents but the page numbers of which are in lower case Roman letters. One and a half spacing should be adopted for typing the matter under this head. A specimen copy of the Table of Contents of the Seminar/ Project report is given in **Appendix 3**.

3.5 List of Tables – The list should use exactly the same captions as they appear above the tables in the text. One and a half spacing should be adopted for typing the matter under this head.

3.6 List of Figures – The list should use exactly the same captions as they appear below the figures in the text. One and a half spacing should be adopted for typing the matter under this head.

3.7 List of Symbols, Abbreviations and Nomenclature – One and a half spacing should be adopted or typing the matter under this head. Standard symbols, abbreviations etc. should be used.

3.8 Chapters – The chapters may be broadly divided into 3 parts
(i) Introductory chapter,
(ii) Chapters developing the main theme of the Seminar/ Project work
(iii) and Conclusion.

The main text will be divided into several chapters and each chapter may be further divided into several divisions and sub-divisions.

- ❖ Each chapter should be given an appropriate title.
- ❖ For Project Report the chapters may be divided as:
 - Introduction
 - Literature Review
 - Study Area and Data Acquisition
 - Data Analysis and Methodology
 - Results and Discussion
 - Conclusion and Future Scope
 - Appendices
 - References
 - List of Publications
- ❖ Tables and figures in a chapter should be placed in the immediate vicinity of the reference where they are cited.
- ❖ Footnotes should be used sparingly. They should be typed single space and placed directly underneath in the very same page, which refers to the material they annotate.

3.9 Appendices – Appendices are provided to give supplementary information, which is included in the main text may serve as a distraction and cloud the central theme.

- Appendices should be numbered using Arabic numerals, e.g. Appendix 1, Appendix 2, etc.
- Appendices, Tables and References appearing in appendices should be numbered and referred to at appropriate places just as in the case of chapters.
- Appendices shall carry the title of the work reported and the same title shall be made in the contents page also.

3.10 List of References – The listing of references should be typed 4 spaces below the heading “REFERENCES” in alphabetical order in single spacing left – justified. The reference material should be listed in the alphabetical order of the first author. The name of the author/authors should be immediately followed by the year and other details.

A typical illustrative list given below relates to the citation example quoted above.

REFERENCES: (As per ASCE Format)

1. Bhunya, P.K., Mishra, S.K., and Berndtsson, R. (2003). Simplified two parameter gamma distribution for derivation of synthetic unit hydrograph. *J. Hydrol. Eng.*, 8 (4), 226-230. DOI:10.1061/(ASCE)1084-0699(2003)8:4(226).
2. Bruen, M., and Dooge, J.C.I. (1992). Unit hydrograph estimation with multiple events and prior information:II. Evaluation of the method. *Hydrological Sciences Journal*, 37 (5), 445-462.

3. CWC. (1973). Estimation of design flood peak: A method based on unit hydrograph principle. Report No. 1/73 (Revised), *Hydrology for Small Catchments Directorate, Central Water Commission*, Government of India, New Delhi-110022.
4. Patel, J. N., and Thorvat, A. R. (2016). Synthetic Unit Hydrograph Development for Ungauged Basins Using Dimensional Analysis. *Journal American Water Works Association (JAWWA)*, 108 (3), E145 - E153. DOI: 10.5942/jawwa.2016.108.0014.
5. Ponce, V.M. (1989). Engineering Hydrology- Principles and Practices. *Prentice-Hall, Englewood Cliffs, New Jersey*, 153-187.
6. Subramanya, K. (2008). Engineering Hydrology. 3rd ed., *Tata McGraw Hill Publishing Company, New Delhi*, 195-232.
7. Thorvat, A. R., and Patel, J. N. (2016). Empirical Approach to Develop Synthetic Unit Hydrographs for Ungauged Dhamani Basin, Maharashtra (INDIA). *International Journal of Hydrology Science and Technology (IJHST)*, 6 (3), 266 – 284. DOI:10.1504/IJHST.2016.077396.
8. Thorvat, A. R., Patel, J. N., and Eslamian, S. (2022). Empirical Modeling in Flood Design Flood Estimation. *Flood Handbook: Analysis and Modeling*, 1st Edition, PP. 99-130, CRC Press, Taylor and Francis Group, USA (eBook ISBN: 9780429463938). DOI: <https://doi.org/10.1201/9780429463938>.

3.10.1 Table and Figures - By the word Table, is meant tabulated numerical data in the body of the Seminar/ Project report as well as in the appendices. All other non-verbal materials used in the body of the Seminar/ Project work and appendices such as charts, graphs, maps, photographs and diagrams may be designated as figures. Caption of a table must be given only at the top of the table as Table 1. (Caption/title). For figure, it must be only at the bottom as Fig. xxx (caption/title).

3.10.2 Written Communication:

Abstract and Key words:

- An abstract is a concise summary of the whole report, not just the conclusions.
 - It should be understandable without reference to the rest of the report.
 - It should contain no citation to other published work.
 - Include up to eight keywords that describe your report for indexing purposes. e.g.
- **ABSTRACT:** This review paper critically examines one of the most popular flood hydrograph modeling techniques for ungauged basins, the synthetic unit hydrograph, and its recent developments and advances. For this purpose, the SUH models were first grouped into four main classes, as follows: (a) traditional or empirical models; (b) conceptual models; (c) probabilistic models; and (d) geomorphological models. It was found that the geomorphological class is the most useful and interesting, since it is able to employ topographic information, so limiting the role of the calibration parameters. This review is expected to be helpful to hydrologists, water managers and decision-makers searching for models to study the flood hydrograph, modeling techniques and related processes in ungauged basins. It was completed as the International Association of Hydrological Sciences Decade (2003–2012) on predictions in ungauged basins, drew to a close.

- **Key words** Predictions in Ungauged Basins; ungauged catchments; SUH; GIUH; flood hydrograph; distribution function.

Headings, Subheadings etc.:

- Major headings should be uppercase, boldface, and appear flush left on a separate line.
- Subheadings should be boldface, and capitalize each word.
- Other headings should be *italic*, and initial cap only.
- Subsections should be numbered as 1.1 (then 1.1.1, 1.1.2, 1.1.3...), 1.2, 1.3...etc. (the abstract is not included in section numbering).
- Each heading should appear on its own separate line.

Symbols and Equations:

- Spell out all initials, acronyms, or abbreviations (not units of measure) on first use (e.g. Synthetic unit hydrograph (SUH)).
- Use SI units or SI derived units.
- Use s, min, h, and d (rather than sec, mins, hr/hrs, day/days).
- Multiplication of units should be indicated as follows:
 - e.g. N m, m³/s, m/s² etc.
- Place equations on separate lines, centered, and numbered in parentheses at the right margin.
- Prefer single-letter variables (if necessary with subscripts, e.g. E_{RMS}) over multi-letter ones (e.g. RMSE).
- Single-letter variables or parameters should be *italic* (e.g. x , Y , β , $f(x)$).
- Multi-letter variables, if cannot be avoided, should not be *italic*.
- Textual subscripts or superscripts should not be *italic* (e.g. x_{max} , T_{min} where 'max' and 'min' stand for maximum and minimum, respectively).

References and Citations:

- References should be quoted in the text as name and year within brackets and listed at the end of the paper alphabetically.
- For single author: (Holster, 1978); (Singh, 2005).
- Where reference is made to more than one work by the same author published in the same year: (Collins, 1998a), (Collins, 1998b).
- For two authors: (Hoffmeister, and Weisman, 1977).
- Where more than two authors are listed in the reference list: (Wesley, *et al.*, 1987); (Cleveland, *et al.*, 2008); (Bhunya, *et al.*, 2009).
- All references must be complete and accurate.
- Online citations should include date of access.
- If necessary, cite unpublished or personal work in the text but do not include it in the reference list. e.g.
 - The hydrologic system is linear and time invariant (Dooge, 1973).....
 - The synthesis of the UH from physical basin characteristics is necessary for extension of the theory to ungauged basins (Hoffmeister, and Weisman, 1977).....
 - According to Chow, (1964), Clark, (1945) proposed his model after an era of hydrology referred to as the Period of Empiricism from 1900 to 1930.....
 - In an attempt to improve the parallel cascade modeling (Diskin, 1964) concept, Diskin, *et al.*, (1978) proposed an urban parallel cascade (UPC) IUH model by

representing the basin system as the combination of two parallel branches having a series of equal LRs and each branch.....

Indexing and abstracting services:

- Web of Science
- IEEE Xplore
- Compendex
- Scifinder
- SCOPUS
- Google Scholar
- Research Gate
- Journal web pages
- Conference web pages
- Authors' web pages
- Digital Library etc.

Figures:

- Avoid making figures too small.
- In text: (Fig. 1), or (Figs 1 and 2).
- Figure 1 (Figures 1 and 2) at start of a sentence.
- Caption:
 - Fig. 1 [no full point after] Caption initial cap only (ranged left/fully justified under figure); full point at end.
- The title of the figure must be placed at the bottom of each figure and be numbered in the order in which the figure is cited in the text.
- Illustrations:
 - Line graphs
 - Bar graphs
 - Area graphs
 - Pictorial graphs
 - Pictorial drawings
 - Line and block diagrams

Tables:

- In text: Table 1, or (Table 1).
- Caption:
 - Table 1 [bold, no full point after] Table caption initial cap only (ranged left, or fully justified above table); full point at end.
- Insert single horizontal rule above table, below column headings and below table; notes and footnotes below bottom line, ranged left; avoid vertical rules (unless specified).
- The title of the Table must be placed at the top of each Table and be numbered in the order in which the figure is cited in the text.

Necessary Aspects of Talk:

- A talk should be audible, visible, clear, interesting.
- Clarity depends on structure, organization.
- Interest depends on:
 - Contents: facts, concepts, principles, procedures.
 - Eye-contact (Minimize reading; do not turn your back).
 - Variety: Interaction, activity, diagrams, audiovisuals, pace of speech, pitch of the voice, length of sentences, pauses, repetition; gesturing with hands.

Presentation:

- Slides: lettering - at least 22 to 24 pt, Arial font
- Colour – use only few
- Text – short sentences, no running text
- Number – 1 / min (excluding back up)
- References – On the slide under discussion rather than at the end
- A logical transition while changing from one issue to the next - can be done by posing a question
- Anticipate questions the audience may have and address them in the talk, before the audience thinks of these things themselves.
- Avoid long answers.
- Use pointers carefully.
- Do not wear dark / dull clothing.

A 14 Step Process in the Research (Fang, *et al.*, 2008):

1. Choose a problem
2. Review the literature
3. Evaluate the literature
4. Be aware of all ethical issues
5. Be aware of all cultural issues
6. State the research question or hypothesis
7. Select the research approach
8. Determine how the variables are going to be measured
9. Select a sample
10. Select a data collection method
11. Collect and code the data
12. Analyze and interpret the data
13. Write the report
14. Disseminate the report

(Source: Fang, L., Manuel, J. Bledsoe, S.E. and Bellamy, J. 2008. Finding existing knowledge. In Grinnell, R.M. and Unrau, Y.A. (Eds.), *Social work research and evaluation: Foundations of evidence-based practice*. Oxford: Oxford University Press, 466.)

* * * * *

APPENDIX 1

(A typical Specimen of Cover Page & Title Page)

TITLE OF SEMINAR/ PROJECT REPORT

 <1.5 line spacing>

A SEMINAR/ PROJECT REPORT

Submitted by

 <Italic>

NAME OF THE CANDIDATE(S)

in partial fulfillment for the award of the degree of

 <1.5 line spacing> <Italic>

NAME OF THE DEGREE

IN

BRANCH OF STUDY



**KOLHAPUR INSTITUTE OF TECHNOLOGY'S
COLLEGE OF ENGINEERING (AUTONOMOUS), KOLHAPUR**

 <1.5 line spacing>

MONTH & YEAR

APPENDIX 2

(A typical specimen of Certificate)

**KOLHAPUR INSTITUTE OF TECHNOLOGY'S
COLLEGE OF ENGINEERING (AUTONOMOUS), KOLHAPUR**

CERTIFICATE

This is to certify that the Seminar/ Project report entitled, “...**TITLE OF THE SEMINAR/ PROJECT...**” submitted by “...**NAME OF THE CANDIDATE(S)...**” (Roll No.), in partial fulfillment for the award of the degree of “...**NAME OF THE DEGREE...**” in “...**BRANCH OF STUDY...**” at KIT's College of Engineering, Kolhapur, Maharashtra, INDIA, is a record of his / her own work carried out under my / our supervision and guidance.

<<Signature of the Head of the Department>>

SIGNATURE

<<Name>>

HEAD OF THE DEPARTMENT

<<Academic Designation>>

<<Department>>

<<Full address of the Dept & College >>

<<Signature of the Supervisor>>

SIGNATURE

<<Name>>

SUPERVISOR

<<Academic Designation>>

<<Department>>

<<Full address of the Dept & College >>

APPENDIX 3

(A typical specimen of table of contents)

**KOLHAPUR INSTITUTE OF TECHNOLOGY'S
COLLEGE OF ENGINEERING (AUTONOMOUS), KOLHAPUR**

DECLARATION

I hereby declare that the Seminar/ Project entitled, “**...TITLE OF THE SEMINAR/
PROJECT...**” submitted to KIT's College of Engineering, Kolhapur, Maharashtra,
INDIA in the partial fulfillment of the award of the Degree of “**...NAME OF THE
DEGREE...**” in “**...BRANCH OF STUDY...**” is a bonafide work carried out by
me. The material contained in this Seminar/ Project has not been submitted to any
University or Institution for the award of any degree.

NAME OF THE STUDENT(S)

<Roll No.>

Place:

Date:

APPENDIX 4

(A typical specimen of table of contents)

**KOLHAPUR INSTITUTE OF TECHNOLOGY'S
COLLEGE OF ENGINEERING (AUTONOMOUS), KOLHAPUR**

ACKNOWLEDGEMENT

All the thanksgiving goes here.....
.....
.....
.....

NAME OF THE STUDENT(S)
<Roll No.>

Place:
Date:

APPENDIX 5

(A typical specimen of table of contents)

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