

**PROJECT NAME**

**REPORT IS SUBMITTED IN PARTIAL FULFILLMENT OF THE  
REQUIREMENT OF THE DEGREE OF B. PHARM.**

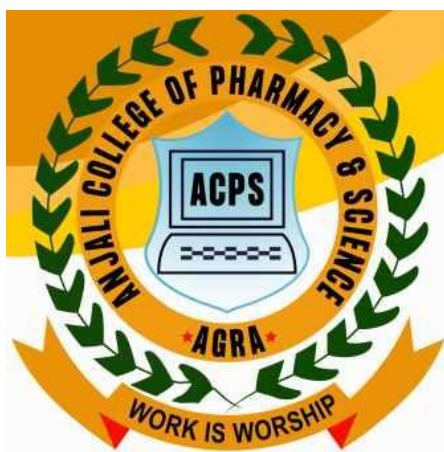
**UNDER THE SUPERVISION OF**

**MR./ MS. (Faculty name)**

**BY**

**Student's Name (Roll No.)**

**MONTH, YEAR**



**ANJALI COLLEGE OF PHARMACY AND SCIENCE**

**(Unit of Dr. R.N. Gupta Technical Educational Society)**

Affiliated to Dr. A.P.J. Abdul Kalam Technical University, Lucknow

Approved by Pharmacy Council of India (PCI), Govt. Of India

## **DECLARATION**

This is to certify that this **Hospital/ Industrial Training/ Practice School report** entitled **“PROJECT NAME”** submitted by me in partial fulfillment of the requirement for the award of Bachelor of Pharmacy to Anjali College of Pharmacy and Science, Agra comprises only my original work and due acknowledgement has been made in text to all material used.

**Date:**

**Student's Name:**  
**Roll No.:**

**SUBMITTED TO:**

**Ms./ Mr.XYZ**  
**Faculty Name**

## **CERTIFICATE**

This is to certify that this project report entitled “**PROJECT NAME**” which is submitted by **Student's Name (Roll No.)** in partial fulfillment of the requirement for the award of Bachelor of Pharmacy to Anjali College of Pharmacy and Science, Agra is a record of student's own work carried out by **him/ her** under my supervision. The matter embodied in this report is original and has not been submitted for the award of any other degree.

**Date:**

**(Signature)**  
**Name of Supervisor**

## **ACKNOWLEDGEMENT**

I express my heartiest gratitude and respectful regards to **Mr./ Ms. Xyz, my training supervisor/ project guide,** for **his/ her** valuable guidance, support and encouragement during the course of investigation and writing of this report. **I regard my sincere thanks to the entire staff at the Hospital/ Industry that helped me during my training and made it a learning and enriching experience for me.**

I would also like to express my profound sense of gratitude to our internal guide **Faculty Name,** Anjali College of Pharmacy and Science, for **his/her** support and encouragement while preparing the report. Last but not the least our special thanks to our Parents and friends for their support and constant encouragement during the project work.

I am highly indebted to the Department of B. Pharm, Anjali College of Pharmacy and Science, Agra for their support regarding my project report.

**Date:**

**Student's Name:**  
**Roll No.:**

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# ANJALI COLLEGE OF PHARMACY AND SCIENCE

## REPORT GUIDELINES

### **Introduction**

All the students have to submit their Hospital/ Industrial Training / Practice School Report in given time period, to their respective faculty.

#### **For Practice School:**

Every student shall submit a printed report (in triplicate) on the practice school he/she attended (not more than 25 pages).

#### **For Hospital/ Industrial Training:**

Every student shall submit satisfactory report of such work and certificate duly signed by the authority of training organization to the head of the institute.

### **Evaluation**

The faculty will evaluate the student's project (out of \_\_\_\_\_ marks) on the basis of following parameters:

1. Continuous performance throughout the semester/ project work
2. Knowledge and skills acquired by the student through Hospital/ Industrial Training / Practice School
3. Project report submitted as per guidelines (Guidelines attached)
4. Viva-Voce

The evaluation of external marks (\_\_\_\_\_ marks) shall be made by external examiner, who shall evaluate on the basis:

1. Viva-voce
2. Project report submitted by the student

### **Typing of the Project Report:**

Paper size	A-4 size
Font	Times new roman
Font size ( Heading)	16 bold
Font size( Sub heading)	14 bold
Font size ( Body of the text)	12 normal

Margin	Left :1 inch minimum Right :1 inch minimum Top :1 inch minimum Bottom :1 inch minimum
Text alignment	<ul style="list-style-type: none"> <li>• Heading – Center/ Left Aligned</li> <li>• Sub Heading – Left Aligned</li> <li>• Body of Text – Justify Aligned <b>OR</b> Left Aligned</li> </ul>
Printing	One sided
Binding used	Spiral bound, Front cover-Transparent, Back Cover-Blue Color

## Style of Writing:

1. Every chapter must begin on new page.
2. **Paragraph style:** Use double spacing. Do not insert an additional space between paragraphs.
3. **The body text is either justified or left-aligned, but the abstract is always justified.**
4. Make sure that you make a final check with print preview before submitting your document for print. There should not be any empty pages, unnecessary empty spaces, misaligned paragraphs, inconsistent font sizes etc.
5. Page numbers are mandatory and should be given at the bottom (centre).
6. Spell checks should be carried out.
7. The length of the Report should not be more than 25 pages.
8. Do not print with color unless necessary.
9. **Consistency issues:** Make sure that you read through the whole document before submission for consistency issues as mentioned below:
  - a. **Consistency in format:** This includes, for example, the font types, font sizes, indentations, the justification (left, center, right etc) of paragraphs, the heading styles etc
  - b. **Consistency in writing style:** This includes, for example the “tenses” used.
  - c. **Consistency in “spacing”:** This includes, for example, paper margins, the spacing between paragraphs, between the lines in a paragraph, below and above figures.
  - d. **Consistency in “terms”:** Do not use more than one term to refer to the same concept.
10. **Figures & Tables:**
  - a. Try to use figures and tables rather than long discussions. This makes your report easier to read and understand.
  - b. Do not present a figure or a table without a figure/table number and title.
  - c. Diagrams and tables should be numbered as x.x (E.g. Fig. 1.1 for first figure in Chapter 1) in the text of the discussion.
  - d. If a figure/table is presented, it should be referred to somewhere in the text.

- e. Horizontally center the figure/table in the document. The width of the figure cannot exceed the width of the paragraphs. If the figure/table is too wide, consider placing it on a separate “landscape oriented” page.
- f. In tables (and also in spreadsheets such as MS Excel), do not use more than 2 decimal digits unless required.

11. **Lists (numbered, bulleted)**: Try to make use of lists. For example, in explaining the steps of a process, use the following list rather than writing a long paragraph:

- 1) .....
- 2) .....
  - (a) ....
  - (b) ....
- 3) .....

12. **Format for Cover Page, Declaration, Certificate, Acknowledgement, and Table of Contents/Index are attached as Annexure.**