# MINI-PROJECT REPORT

## ON

# PROJECT TITLE

**By**

**Name of the student**

**Guided by**

**Mr. Name of guide**

 **Designation**

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##### DEPARTMENT OF

##### ELECTRONICS & TELECOMMUNICATION ENGINEERING

S.S.V.P.S.’s B.S. DEORE COLLEGE OF ENGINEERING, DHULE-424 005.

2024 - 2025

S.S.V.P.S.’s B.S. DEORE COLLEGE OF ENGINEERING, DHULE-424 005.

##### DEPARTMENT OF ELECTRONICS & TELECOMMUNICATION ENGINEERING

###### CERTIFICATE

 **Date:**

This is to certify that the miniproject entitled “PROJECT TITLE” has been carried out by NAME OF THE STUDENT under our guidance in partial fulfillment of the degree of Bachelor of Technology in Electronics & Telecommunication Engineering of Dr. Babasaheb Ambedkar Technical University during the academic year 2024-2025. To the best of my knowledge and belief this work has not been submitted elsewhere for the award of any other degree.

**Guide HOD Principal**

Prof. Prof. Dr. P. S .Patil Prof. Dr. H D Patil

###### ACKNOWLEDGEMENT

**(Name of student)**

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###### Format of PROJECT Report

1. **Paper Size :** A- 4 size bond paper
2. **Margins :**

**Top :** 1” (1 inch=2.54 cm)

**Bottom :** 1.15” (i.e., 2.921 cm)

**Left :** 1.5”

**Right :** 0.6”

 **3. Line Spacing :** 1.5 line

 **4. Title of Chapter**

**Font :** Times New Roman ( Bold face)

**Size :** 18 point

**Alignment :** Right Alignment

One **thick** line ( 2¼ point weight) after the name of chapter.

1. **Headings**

**First Order Heading :** ( for example – **1. Introduction**)

  **Font :** Times New Roman (Bold Face)

**Size :** 16 point

**Alignment :** Left

One blank line before the heading. (12 points)

**Second Order Heading :** (for example – **1.1. Evolution**)

 **Font :** Times New Roman ( Bold Face)

**Size :** 15 point

One blank line before the heading. (12 points)

**Third Order Heading :** ( for example – **1.1.1. Image Processing**)

 **Font :** Times New Roman ( Bold Face)

**Size :** 14 point

One blank line before the heading. (12 points)

 **6. Text**

 **Font :** Times New Roman

**Size :** 14 point

  **Line Indent :** First line of every paragraph should be indented

 by 1 cm.

**Heading / Sub-Heading**

 **Alignment :** Justified ( Full Text)

1. **Abstract ( upto 150 words)**

**Heading (i.e. ABSTRACT)**

**Font :** Times New Roman (**Bold Face**)

**Size :** 16 point

**Alignment :** Left

Two blank lines after the heading. (12 points)

 **Remaining Text**

  **Font :** Times New Roman ( *Italic Face* )

 **Size :** 14 point

  **Alignment :** Justified ( Full Text)

 **8. Figures and Tables :** Centered Placed

  **Caption**

 **Font :** Garamond (**Bold**)

  **Alignment :** Centered

 **9. Page Numbering ( Centered)**

**10. References / Bibliography**

**Line Spacing :** 1.5 Line

**Font :** Times New Roman

**Size :** 14 point

**Publication details & URL must be in Italics**

 **Format :**

 [citation number] Author’s Name, “ Article Title”, Journal, Publisher,

 Location, Year , Edition/Reprint, PP *Page No. Start-End*.

 [citation number] Author’s Name, “Article Title”, Complete URL of Web Page.

[citation number] Author’s Name, “Title of the Book”, Publication, Edition, Year of Printing.

***Note :***

1. *Project Report must be in* ***spiral bound.***
2. One copy of the report should be submitted to the college ( for Departmental Library). Copy to the respective guide is optional. Every student may have his or her own additional copy.
3. Report must be written in your **own English language**.
4. **Abstract** should be not more than **One Page**.
5. Report must be submitted at per the schedule .
6. ***“Cover Page, First Page, Specimen Copy “*are only for students instruction, they are not be printed in the report.**
7. ***Sequence of pages to be followed as:***
	1. First Page
	2. Certificate
	3. Acknowledgement
	4. Page Index
	5. Abstract
	6. Theory ( fiver chapters)
	7. Bibliography
	8. Appendices

# CHAPTER – 2

**WORK FLOW MANAGEMENT**

1. WORK FLOW

Work Flow management is a fast evolving technology which is increasingly being exploited by businesses and in a variety of industries.

 Its primary characteristics is the automation of process involving combinations of human and machine based activities, particularly those involving interaction with IT applications and tools. Although its most prevalent use is within the office environment in staff intensive operations such as insurance, banking, legal and general administration, etc. it is also applicable to some classes of industrial and manufacturing.

* 1. **The Evolution of Workflow**

Many types of product in the IT market have supported aspects of workflow functionality.

* + 1. **Image Processing**

# Workflow has been closely associated with image systems and many image systems have workflow capability either built-in or supplied in conjunction with a specific workflow product.

* + 1. **Document Management**

Document management technology is concerned with managing the lifecycle of electronic documents.

* + 1. **Electronic Mail and Directories**

Electronic mail provides powerful facility for distributing information between individuals within an organization or between organizations. Thus electronic mail systems have themselves been progressing towards workflow functionality through the proper channel.

**PROJECT**

1. **Project report should be submitted in Spiira lbound copy prepared with computer typing**
	1. Size of report depends on advancement of topic.
	2. Student should preferably refer minimum 5 reference books / magazines.
	3. Chapters:

 1) Introduction.

 2) Literature survey.

 3) System Development :consisting of Designing, Implementation , Methodology etc.

 4) Future Scope: consisting of Applications, Advantages, Disadvantages, Future Scope.

 5) Result and Conclusion

For presentation ,10 -15 PPTs needed .The report will be of 20-25 pages.