REPORT FORMAT FOR PREPARATION OF SEMINAR REPORT

#### ARRANGEMENT OF CONTENTS:

The sequence in which the seminar report material should be arranged and bound should be as follows:

* 1. Cover Page & Title Page
  2. Acknowledgements
  3. Abstract
  4. Table of Contents
  5. List of Tables – *if any*
  6. List of Figures – *if any*
  7. Chapters
  8. Appendix- *if any(programs, data sheets, derivations, etc)*
  9. References

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

#### PAGE DIMENSION AND BINDING SPECIFICATIONS:

The dimension of the seminar report should be in A4 size.

#### PREPARATION FORMAT:

* 1. **Abstract –** Abstract should be one page synopsis of the seminar report typed 1.5 line spacing, Font Style Times New Roman and Font Size 12.
  2. **Table of Contents –** A specimen copy of the Table of Contents of the seminar report is given in **Appendix**
  3. **List of Tables & List of Figures –** 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.
  4. **Chapters** – The chapters may be broadly divided into 4/5 parts 1) Introduction with Open Research Issues 2) Overviews of Selected issues with Literature Reviews 3) Proposed Work 4) Tools/Platform/Experimental Setup/Hardware Requirements with Results & Discussions 5) Summary/Conclusions 6) References
     + Each chapter should be given an appropriate title.
     + Tables and figures in a chapter should be placed in the immediate vicinity of the reference where they are cited.
  5. **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. The orders of references in the **List of References** are either in the order of the of year of publications OR in the order of references cited in the text. References for journals, conferences and books are provided

A typical illustrative list given below relates to the citation example quoted below. Which are different for **Journals, Conferences proceedings and Books**

#### REFERENCES

1. S. Zhang, C. Zhu, J. K. O. Sin, and P. K. T. Mok, “**A Novel Ultrathin Elevated Channel Low-temperature poly-Si TFT**,”

*IEEE Electron Device Lett.*, vol. 20, pp. 569–571, Nov. 1999.

1. S. P. Bingulac, “**On the Compatibility of Adaptive Controllers**”, *Proc. 4th International National Conf. Circuits and Systems Theory*, New York, 1994, pp. 8–16.
2. Rajiv Ramaswami and Kumar N. Sivarajan, “Optical Networks: A Practical Perspective”, Morgan Kaufmann Publishers, 2nd

Edition, 2002.

#### TYPING INSTRUCTIONS:

One and a half spacing should be used for typing the general text. The general text shall be typed in the Font style “Times New Roman” and Font size 12.

#### \* \* \* \* \*

**Suggested Font Sizes:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Details** | **Font Type** | **Font size** | **Spacing** |
| *Chapter headings with chapter number on top* | Times New Roman | 14pt bold capitals | Centered |
| *Section headings* | Times New Roman | 12pt bold capitals | Left adjusted |
| *Subsection headings* | Times New Roman | 12pt. sentence case | Left adjusted |
| *Paragraph headings* | Times New Roman | 12pt.bold sentence case | Left adjusted |
| *Body of seminar report* | Times New Roman | 12 pt | Adjusted on both left and right(Justified) and with 1.5 spacing for text and double spacing for equations |
| *Margins* | Left Margin | 1.5 inch | To accommodate binding area |
| Right Margin | 1.25 inch |  |
| Top | 2.0inch | On pages in which chapter begins |
| 1.0 inch | Other pages |
| Bottom | 1.25 inch |  |

#### Example for Table and Figure in the chapters of the main text

|  |
| --- |
| IP |
| ATM |
| SONET/SDH |

|  |
| --- |
| **CLIENT LAYER** |
| **OPTICAL LAYER** |
| **PHYSICAL LAYER** |

|  |
| --- |
| Channel Layer |
|  |
| Transmission Layer |

**Figure 1.4:** A Layered view of Wavelength-Routed WDM Network (figure caption must be at the

bottom of the figure)

**Table 3.2:** Demand matrix for the example network (Table caption must be at the top of the table)



|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Nodes** | **1** | **2** | **3** | **4** | **5** |
| **1** | - | 0 | 0 | 0 | 0 |
| **2** | 0 | - | 0 | 0 | 0 |
| **3** | 0 | 0 | - | 0 | **4** |
| **4** | 0 | 0 | 0 | - | 0 |
| **5** | 0 | **5** | 0 | 0 | - |

(A typical specimen of table of contents)

<Font Style Times New Roman>

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        1. General Sub-heading 5

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**EXAMPLE**

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**Seminar Report template 2023-24 Batch.docx**