**Guidelines for the Documents**

**I. Video**

1. Student has to make his/her own video in which s/he has to present/tell about the project. Student has to upload this video at [www.youtube.com](http://www.youtube.com/) and must mention the complete URL in the final report (in a sub section with heading “VIDEO PRESENATION” after poster presentation).
2. Title of the project, Name of the students, Name of the mentors and Bennett University must be there at the beginning and must stay for 10 seconds.
3. Duration of the video should be 4-6 mins.
4. It should not contain presentation slides.
5. It should be a Visual Communication by the team members speaking about the project.
6. Only one or two visuals can be embedded in between to show some impressive stuff about the project.

**II. Poster**

1. Designing a poster is a big challenge: it must be visually appealing (suggestion: lots of graphics and little text!), concise, informative and should pique the viewer's interest. Here are some suggestions for topics you might cover (feel free to add or modify):

* The entire poster must be on a A1 sheet of paper or equivalent size. The poster does not necessarily have to fill the entire working area.
* At the top-center of the banner mention your poster title, names of all the group members and the mentors and team number at the bottom-right corner.

* Make it obvious to the viewer how to progressively view the poster. The poster generally should read from left to right, and top to bottom.
* Leave some open space in the design. An open layout is less tiring to the eye and mind.
* Text should be readable from five feet away. Use appropriate font size (any text in the poster should not be less 20 points).
* Present numerical data in the form of graphs, rather than tables (graphs make trends in the data much more evident). If data must be presented in table-form, KEEP IT SIMPLE.
* Visuals should be simple and bold. Leave out or remove any unnecessary details.
* Make sure that any visual can "stand alone" (i.e., graph axes are properly labelled, maps have north arrows and distance scales, symbols are explained, etc.).
* Use color to enhance comprehension, not to decorate the poster.
* Make sure that the text and the visuals are integrated. Figures should be numbered consecutively according to the order in which these are first mentioned in the text.
* Keep the text brief. Blocks of text should not exceed three paragraphs (viewers won't bother to read more than that).

1. Use text to (a) introduce the study (what hypothesis was tested or what problem was investigated? why was the study worth doing?), (b) explain visuals and direct viewers’ attention to significant data trends and relationships portrayed in the visuals, and (c) state and explain the interpretations that follow from the data.
2. If possible, conclusion can be summarized in bullet-points.
3. SIMPLICITY IS THE KEY. Keep it to the point, and don't try to cover too many things. Present only enough data to support your conclusions. On the other hand, make sure that you present sufficient data to support your conclusions. When you begin to make your poster, first create a list of the visuals that you would use if you were describing your project with only the visuals. Write the text after you have created the list of visuals.
4. Don't be afraid to point out uncertainties in your work; this is where you may get useful feedback.

6. Text should not be more than 100-200 words. Most of the content should be visually

represented.

**III. PPT**

1. The ppt should have maximum 8 – 9 slides.

2. The content should represent the problem statement, dataset used, methodology used to solve the problem and results achieved.

3. Follow the template for the ppt.

4. Make sure to put proper titles for the figures and tables included (if any).

5. Make sure to state the text as brief bullet points rather than paragraphs.

**IV. Report**

1. Total no. of pages – 10.
2. Font size of text should not be more than 12 (Times New Roman). Font size of headings should be 14 (Times New Roman, Bold).
3. Title Page should include- Name, University Name, Mentor’s Name, Team Number and Title of the Project (sample cover page is attached).
4. Other Things to be included in the project are as follows:

           Introduction related to the domain area of the project – Max 1 page

           Problem Statement/ Abstract of the project and objectives

           Why and how the project was chosen- Max one page (Give proper justification)

           Literature Survey/background search/study of similar projects

           Project Design Diagram/use case diagram/class diagram/Flow Diagram/Block           diagram/Flow charts etc.

           Functionality of the project/snap shots

           Testing procedure/examples

           Implementation details/demonstration details

           Project Development Time Schedule

           Learnings and reflections from the project

           Conclusion

           Limitations and Future Enhancements

           References

           Code need not to be included in the report but should be submitted to the respective mentors.

           Assessment will be based on the plagiarism score, originality, presentation and language of the report, structure and selection of the material and the content of the report.

           Upload the complete code (repository) on Github and add all the contributors including mentors.