# Report Guidelines

**Topic:** Choose topics from engineering disciplines for your Report Presentation

- **First page:** Write Group No. and ID No and name of group members

- **Second page:** Title page (Give fictitious name and designation. Real name and ID no of the group members to be given on the first page before this page.)

- **Third page:** Abstract

- **Fourth page:** Acknowledgements

- **Fifth page :** Table of Contents

- **Sixth page :** List of Illustrations

- **Seventh page onwards: Main Text**

  **Chapter 1: Introduction**
  **1.1. Authorization**
  **1.2. Background of the Study (Overview of the problem)**
  **1.3. Objectives**
  **1.4. Scope**
  **1.5. Limitations**
  **1.6. Methodology**
  **1.7. Report Preview**

  o **Chapter 2: Discussion**
    - Give 3-4 subheadings.
    - Give an Illustration (format from pg. 262 of Textbook (4th edition) /270 of TB (5th edition) under each subheading.
    - All illustrations should be referred in the text.
      - **1$^{st}$ heading**
        o Analysis of data with an illustration
      - **2nd heading**
        o Analysis of data with an illustration
      - **3rd heading**
        o Analysis of data with an illustration
      - 4th heading *(optional)*
        o Analysis of data with an illustration

- o **Chapter 3: Conclusion**
  - An overall concluding point
  - One each for subheadings

- o **Chapter 4: Recommendation**
  - **An overall concluding point**
  - **One each for subheadings**

- o **References**
  **(Give at least 2 book and 2 web references.)**

- o **Format: Typed and formatted**. Refer to the sample.

  - All headings and subheadings should be numbered (Use **decimal numbering** scheme).
  - All pages should be numbered.
  - **Font Type:** Arial
  - **Chapter Headings:** 12 Point **(UPPERCASE)**
  - **Sub Headings:** 12 Point **(UPPERCASE)**
  - **Other/Running Text:** 12 Point
  - **Border:** 2 line border throughout
  - **Case:** Uppercase only for the headings and not for the running text.
  - **References**: As taught in the class.