**CHAPTER 1**

**INTRODUCTION**

< Sample content ..introductory paragraph……………………………………………………………………………………………………………… >

< Social activities are very much needed nowdays. That too people who study in India goto abroad without serving the country. This should be avoided[1].

Students to note: Give citations with in brackets ….sample content …

Introduction chapter : 1 complete page to be written about your social activity which you have carried out, what is the need for it,etc.,---------------------------------->

**CHAPTER 2**

**STUDY ON ACTIVITIES FOR SOCIETAL NEED**

<write about social activities which are helpeful for society, refer from journal, conference papers, websites online, mention the journals papers, conference paper, website link details in Reference section of your report which is at the end, minimum five to be listed.

Write 1 full page about this>

**CHAPTER 3**

**BENEFITS OF SOCIAL ACTIVITIES**

<Write about benefits of social activities in 1 page >

**CHAPTER 4**

**DETAILS OF IMPLEMENTION OF SOCIAL ACTIVITY**

**<**Write how did you get the idea of your social activity, how did you form the team, how did you get permission from college, how did you get permission in society/region/zone/village/place to carry out your social activity; Explain these things step by step. Draw flow chart and write like algorithm too. Give Figure number of flow chart. Give title for algorithm /steps. Attach proofs of permission letters you have used to begin and do you activity. This chapter should have minimum 3 pages completely.>

**CHAPTER 5**

**ADVANTAGES/USES OF SOCIAL ACTIVITY**

<Write in one page about advantages or uses of your social activity>

**CHAPTER 6**

**OUTCOME ANALYSIS OF SOCIAL ACTIVITY**

**<**Describe in 1 paragraph about the outcome or improvement you have seen after your social activity; Attach proofs like surveys, signature of people to whom you have conducted social activity, photos when you are performing activity,etc.>

<Analyse the responses what you received during or after your social activity to society, explain it in one paragraph; you can mention through graphs or tables if you want>

**CHAPTER 7**

**CONCLUSION**

**<**write the conclusion of your activity , in one or two paragraphs; this should be summary from introduction, how did you perform activity, what is the benefit for the society through your activity, etc.>

**REFERENCES**

<List out the journals, newspapers, websites your referred for doing your social activity, minimum five should be listed here, refer the following notes to know how to write references or you can refer in online, or ask your proctor>

General Notes for Activity reports :(Read carefully)

**Facing page: The title of the seminar, author, department, month and year of submission along with the emblem of the Institute will be included on the first cover. This may be made in special quality paper like plastic coated paper. (See sample)**

***Inner cover:* contents can be same as that of the front cover, but on ordinary A4 size paper.**

**Single column format and print only on one side.**

**Full justification of all texts**

**Ensure that each new paragraph is clearly indicated with an additional spacing**

**Ensure that each new section heading is separated by a double space.**

**Use MS Word. Chapter/section headings shall be as per the fonts size shown below. All chapters to be started on a fresh page.**

**Suggested Font sizes**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Details** | **Font Type** | **Font size** | | | **Spacing** |
| ***Facing page (cover and first page) - see sample page for details*** | **Times New Roman** | **14pt bold capitals** | | | **Centered**  **(Adjustable 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 report*** | **Times New Roman** | **12 pt** | | | **Adjusted on both left and right i.e. 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 on which chapter begins** | |
| **1.0 inch** | | **Other pages** | |
| **Bottom** | | **1.25 inch** | | |

**The preliminary parts are numbered in *roman numerals* (i, ii, etc). The first page of the chapter-1 onwards will be numbered in *Arabic* numerals 1 2 3 etc.**

**Indicate references by number(s) in square brackets in line with the text**

**All publications cited in the text should be presented in a list of references.**

**Number the references (numbers in square brackets) in the list in the order in which they appear in the text.**

**Examples:   
Reference to a journal publication:**

1. **J. F. Fuller and K. J. Roesler, "Influence of harmonics on power distribution system protection," IEEE Trans. on Power Delivery, Vol. 3, No 2, Apr. 1988, pp. 549-557.**

**Reference to a conference publication:**

**[5] J. F. Fuller and K. J. Roesler, "Influence of harmonics on power distribution system protection," IEEE-PES Conference on Power Quality, held at IIT Bombay, 20-23 Dec. 2003, pp. 549-557.**

**Reference to a book:**

**[21] E. Clarke, Circuit Analysis of AC Power Systems, Vol. I. 2nd ed , New York: Wiley Publications, 1950, p. 81.**

###### **Reference to web sites**

**[22] www. doe.hov.org/fundamental Series Item Power Quality and Harmonics.htm (as on 23-3-07)**

**Tables should be numbered (Example: Table 2.2 Comparison of Costs) consecutively and given suitable captions above the table. Referred in the text as Table 2.2**

**Tables should not duplicate results presented elsewhere in the manuscript (for example, in graphs). Footnotes to tables should be typed below the table and should be referred to by superscript lowercase letters.**

**Graphs/plots shall be clear with axes information and number ( Example: Fig. 2.2 Variation of Temperature in a typical day) consecutively and given suitable captions below the plot/graph. Referred in the text as Fig. 2.2**

**Figure axis labels are often a source of confusion. Try to use words rather than symbols. As an example, write the quantity "Magnetization," or "Magnetization, *M*," not just "*M*." Put units in parentheses. Do not label axes only with units.**

**Color illustrations and photos are allowed if clear and necessary. Same shall also be numbered and titled at the bottom. Photos shall be pasted on a separate page covered by a protection film.**

**All figures and tables must be in place in the text near, but not before, where they are first mentioned.**

**If there are some appendices, these can be numbered as A1, A2, A3 etc. The equations in these appendices can be numbered as (A1.1), (A2.3) etc.**

**Color For cover: Transparent glass sheet (Simple Soft bound (Not spiral binding))**

**Imp:**

**Soft binded copies, using brown taps only uniformely : Dept. office -1, student(s) –1 each**