# General Instructions for Report Writing

All the VIII semester students of Computer Engineering are instructed to note the following:

1. The Major Project Report should be typed in the following style -

1. All text will be written using **Times New Roman** as Font Type.
2. **Font size 12**
3. **Line Spacing 1.5**
4. Give **1” margin on top**, **bottom and right side of the page & 1.5” on the left side**.
5. **Chapter heading** : font type: **Times New Roman** , font size: **14 bold,** **uppercase**
6. **Title, sub title : 12 Times New Roman bold**
7. The **project report should have a minimum of 40 no**. of pages. Use **A-4Size** Pages.
8. **01 Nos** of **draft copy** (**spiral bound)** must be submitted during Internal Presentation.
9. The **final copy** will be **hard bound** with **BEIGE(Light Brown)** **color Background** and **Black colored Texts.**
10. The **Hard Bound Final Copy** will be submitted during the **External Presentation**.
11. During the **External Presentation** **N+3 Nos** of **Project Report** must be submitted to the Panel of Examiners. ***Eg If a project group has 2 members, total Nos of final report will be 2+3=5.***

2. The Project Report should include the following in exactly the same order:

1. **Cover Page** – Refer Annexure 1
2. **Title Page**: Same as above but placed as the first page after opening the report
3. **Certificates** - Refer Annexure 2 for all the below mentioned certificates.
   1. Project Completion Certificate
   2. Report Review Certificate
   3. Project Acceptance Certificate
4. **Declaration** – Refer Annexure 3
5. **Acknowledgement** – Refer Annexure 4
6. **Document Control Sheet** – Refer Annexure 5
7. **List of Content** - Refer Annexure 6
8. **List of figures** - Figures must be numbered and suitable caption must be given
9. **List of Table** - Tables must be numbered and suitable caption must be given