**Guidelines for Documentation**

1. All fonts name must be Times New Roman.
2. Font size from the chapter must be 12.
3. Figure caption & table name size in Title Case 10 Middle.
4. Chapter font size must be 24 Uppercase Middle.
5. Line spacing must be 1.5.
6. Add space between two paragraphs by using “Add space After Paragraph” option.
7. Page size must be left 1.5”, right-1.0”, top-1.0”, bottom-0.5”, gutter- 0”, gutter position- “Left”.
8. Main heading must be Upper case in 12 font size with bold.
9. Subheading must be Title Case in 12 font size with bold and numbering will be like if:
   1. MAIN HEADING

1.1 First Sub Heading

1.1.1 First Sub-Sub Heading:

1.1.2 Second Sub-Sub Heading:

* 1. Second Subheading

SECOND MAIN HEADING

**ARRANGEMENT OF CONTENTS OF PROJECT REPORT:**

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

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3. Certificate from the Company
4. Abstract
5. Acknowledgement
6. Table of Contents
7. List of Tables
8. List of Figures
9. List of Symbols, Abbreviations or Nomenclature (Optional)
10. Chapters
11. Appendices
12. References

The Tables and Figures shall be introduced in the appropriate places.

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