

**S. V. NATIONAL INSTITUTE OF TECHNOLOGY, SURAT**  
**Department of Computer Science and Engineering**  
**B. Tech - III [COMPUTER]**  
**SEMINAR REPORT GUIDELINE**

Seminar Report is very important document and must be prepared seriously. A report is a means of conveying to the reader many important things: (a) Introduction and current status of the topic, (b) Existing methods and the (c) the efforts that you have made toward the goal of solving these problems, (d) issues that still need to be worked on.

A good report, along with the references cited, should make a reasonably complete document by itself. While style is an important aspect of a report, there are the “nuts and bolts” to be taken care of too. Do follow these tips to make your report free of the most common mistakes.

**WRITING THE REPORTS**

1. The report should be typed in 1-1/2 line spacing on only one side of A4 size white papers with Times New Roman 12 point font.
2. Keep equal margins of 1 inch from all sides.
3. Total length of the report should be about 25-30 pages and must be soft bound with **blue color on top and black color on back.**
4. Make sure your paragraphs have some indentation and that it is not too large.
5. Do not make one-line paragraphs.
6. Title of tables should be placed at the top center justified and 10 point bold font.
7. Title of figures should be placed at the bottom of the figure center justified and 10 point bold font.
8. As far as possible, place each figure close to the part of the text where it is referred to, they should be clear and sufficiently large.
9. The correct way of referring to a figure is Fig. 4 or Fig. 1.2 (note that there is a space after Fig.). The same applies to Section, Equation, etc. (e.g., Sec. 2, Eq. 3.1).
10. If figures, equations, or trends are taken from some reference, the reference must be cited right there in brackets ( Square bracket [] with reference number ).
11. Follow IEEE standard format while writing references. For more detail, look up any IEEE transactions issue and check out the format for journal papers, books, conference papers, etc.
12. Use equation editors of the word processing packages for writing equations.
13. While using acronyms many times in the text it must be defined before its use.
14. In the beginning of any chapter, add a brief introduction before you start sections. The same is true about sections and subsections.
15. If you have sections that are too small, it only means that there is not enough material to make a separate section. In that case, do not make a separate section. Include the same material in the main section or elsewhere.
16. Your report must have a flow, i.e., the reader must be able to appreciate continuity in the report. After the first reading, the reader should be able to understand (a) the overall theme (b) what is new and (c) Your contribution in the subject.
17. Plagiarism is a very serious offense. You simply cannot copy material from an existing report or paper and put it verbatim in your report. The idea of writing a report is to convey in your words what you have understood from the literature.
18. Whenever in doubt, look up a text book or a journal paper to verify whether your grammar and punctuation are correct.
19. Do a spell check before you print your document.
20. Finally, a report is acceptable only if you have put in the effort and covered all

important aspects of your work precisely and appropriately.

## **STRUCTURE OF THE REPORT**

1. Title page & Certificate
2. Index
3. List of tables
4. List of figures
5. Nomenclature: List in the following order
  - English alphabet (a, A, b, B,...)
  - Non-English alphabet
  - Subscripts
  - Superscripts
  - Abbreviations
6. Abstract: Not more than 300 words
7. Chapter-wise presentation of the material along with critical analysis and discussions. Usually, the first chapter is titled "Introduction" and the last chapter "Conclusions."
8. References
9. Appendices (if any)
10. Acknowledgement

## **ORAL PRESENTATION**

**15 minutes** will be given to you for presentation followed by **5 minutes** Question Answer Session. Give an overall idea (plan of presentation) in the first few minutes and choose main aspects of the problem for a detailed explanation. Following are some of the dos and don'ts regarding the presentation.

### **Dos -**

1. Prepare slides neatly and carefully.
2. Use Arial >20 font for written matter on slides with adequate letter gaps.
3. Use colors and neat sketches wherever necessary.
4. Face the audience boldly and speak out loud and clear.
5. Your first slide should mention the organization of your talk, what aspects you are going to touch upon etc. Your last slide should summarize the presentation and give major Conclusions.
6. Ensure completion of presentation within time.
7. Make sure that you attend presentations of your friends.

### **Don'ts -**

1. Do not clutter the slides with too many details. About 8-10 lines per slide are good enough.
2. Don't stand in between the audience and the screen.
3. Don't write full sentences on slides. They should only contain key words and ideas. You are expected to build up on these ideas and talk to the audience, not just read out from the slides.
4. Don't read out the equations.
5. Don't speak in a monotone, modulate your voice effectively.

## **QUESTION ANSWER SESSION**

1. Be thorough, not only with your report, but also other relevant material (both more elementary and more advanced).
2. Try to understand the question. If you have not understood it you may request the examiner to repeat it.
3. If you don't know the answer, do not bluff, we expect you to try to think logically and attempt an answer. However, after giving some thought if you still can't answer it, be frank enough to say so.

## **A typical Specimen of Cover Page, Certificate & Table of Content**

**A Seminar Report on:**

# “REPORT TITLE”

Prepared by : \_\_\_\_\_

Roll. No. : \_\_\_\_\_

Class : B.Tech –III (Computer Science & Engineering) 5<sup>th</sup> Semester

Year : 2021-22

Guided by : \_\_\_\_\_



Department of Computer Engineering  
Sardar Vallabhbhai National Institute of Technology,  
Surat -395007 (Gujarat), India



Sardar Vallabhbhai National Institute of Technology,  
Surat -395007 (Gujarat), India

**CERTIFICATE**

This is to certify that the seminar report entitled **Report Title** is prepared and presented by **Mr/ Ms. Abc Xyz** bearing Roll No. : **UXXCOXXX**, 4<sup>th</sup> Year of **B. Tech (Computer Engineering)** and his/her work is satisfactory.

**GUIDE**  
**(Prof Abc Xyz)**

**JURY**

**HOD**  
**COED**

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