

Guidelines for the Report preparation

Minimum number of pages should be 40.

- Use Times New Roman font for the entire report – Chapter/Section Title – Times New Roman 18, Bold; Heading 2 – Times New Roman 16, Bold; Heading 3 – Times New Roman 14, Bold; Body- Times New Roman 12, Normal.
- Line Spacing – Between Heading 2 – 3 lines, between lines in paragraph 1.5 lines.
- Alignments – Chapter/Section Title – Center, Heading 2 & 3 should be Left Aligned. Ensure that all body text is paragraph justified.
- Figures & Tables – Ensure that all Figures and Tables are suitably numbered and given proper names/headings. Write figure title under the figure and table title above the table.
- **Suggestive order of documentation:**
 - i. Top Cover
 - ii. Title page
 - iii. Certification page
 - iv. Acknowledgement
 - v. Abstract
 - vi. Table of Contents
 - vii. List of Figures and Tables
 - viii. Chapters
 - ix. Appendices, if any
 - x. References/Bibliography