GUIDELINES FOR THE PREPARATION OF B.E./B. Tech. PROJECT REPORTS

1. **Page Setup**

   Project reports should be typed neatly only on one side of the paper with

   - **1.5** or **double line spacing** on a **A4 size bond paper** (210 x 297 mm).
   - The **margins** should be:
     - Left - 1.25"
     - Right - 1"
     - Top and Bottom - 0.75"

2. **No of Copies of Report Not Synopsis**

   The total number of reports to be prepared are

   - One copy to the department
   - One copy to the concerned guide(s)
   - One copy to the candidate.

3. Before taking the final printout, the approval of the concerned guide(s) is mandatory and suggested corrections, if any, must be incorporated.

4. For making copies dry tone Xerox is suggested.

5. **Contents of Synopsis**

   Every copy of the report must contain

   - Inner title page (White)
   - Outer title page with a plastic cover
   - Certificate in the format enclosed both from the college and the organization where the project is carried out.
   - An abstract (synopsis) not exceeding 100 words, indicating salient features of the work.

6. **The organization of the Synopsis** should be as follows

   1. Inner title page
   2. Abstract or Synopsis
   3. Introduction   **Usually numbered in roman**
   4. Hardware and Software Req
   5. Problem Statement

- **Chapters (to be numbered in Arabic)** containing Introduction-, which usually specifies the scope of work and its importance and relation to previous work and the present developments, Main body of the report divided appropriately into chapters, sections and subsections.

- **The last chapter** should contain the summary of the work carried, contributions if any, their utility along with the scope for further work.

- The chapters, sections and subsections may be numbered in the decimal form for e.g.
    - Chapter 2,
    - Sections as 2.1, 2.2 etc., and
    - Subsections as 2.2.3, 2.5.1 etc.

Font Size

Sl No.	Content	Justification	Font Size
1	The chapter must be justified	Left or Right	16
2	Followed by the title of chapter	Centered	18
3	Section/subsection numbers along with their headings	Left	16
4	Subsection and its heading	Left	14
5	The body or the text of the report	Justified	12

Numbering of figures and tables

- **The figures and tables** must be numbered chapter wise for e.g.: Fig. 2.1 Block diagram of a serial binary adder, Table 3.1 Primitive flow table, etc.

COLOUR OF THE OUTER COVER/FRONT PAGE OF UG DISSERTATION / PROJECT REPORT

Sl. No.	UG course	Color of the outer cover/front page of the report
1	Computer Science and Information Science and Engineering (**CS/IS**)	**CREAM**