**GUIDELINES TO PREPARE MAJOR PROJECT DOCUMENTATION**

FONT : 1.ChapterNames - 16TNR (bold) allcaps

2. Headings - 14TNR(bold)allcaps

3. Subheadings - 14TNR(bold) Titlecase

4. Sub–subheadings- 12TNR(bold) Titlecase

5. BodyofProject - 12TNR

6. TextinDiagrams - 12TNR(alllowercase)

7. Diagrams /Tableheadings/ Fig.Headings - 12’TNRTitlecase

8. If anytext 12’TNR(Titlecase)

SPACING : 1.5line spacing in body text.

New paragraphs start with single tab.

MARGINS: Left2.5’ Right 2.5’ Top2.5’ Bottom2.5’

Indentation from Left: 1.3’ Right 0’ Top 0’ Bottom 0’

PAGE NUMBERS: position Bottom,Middle

1. Front Pages SmallRoman Numbers ( Annexure i-iv ……….. )

Excluding title page,Certificate page,Acknowledgement page

2. Body pages 1,2,3……….