

1. ARRANGEMENT OF CONTENTS:

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

1. Cover Page
2. Inside cover page
3. Certificate from the college
4. Acknowledgment
5. Abstract
6. Table of Contents
7. List of Tables
8. List of Figures
9. Abbreviations (if any)
10. Nomenclature (if any)

Note: The numbering of all initial pages starting from Certificate shall be in lowercase roman numerals

11. Chapters
12. References
13. List of papers published, based on the report (if any)
14. Appendices

Note: The numbering of the rest pages will be in numeric numbers

2. PAGE DIMENSION AND BINDING SPECIFICATIONS:

The **project report** should be prepared in A4 size and should be **hardbound, Black Cover, and Golden text.**

3. PREPARATION FORMAT:

3.1 Cover Page & Title Page – A specimen copy of the Cover page & Title page of the project report is given in **Annexure 1**. The fonts and locations of various items on this page should be exactly as shown in Annexure.

3.2 Inside cover page Same as the cover page

3.3 Certificate from the college see **Annexure 2**

3.4 Acknowledgement This should not exceed one page. **Annexure 2A**

3.5 Abstract – Abstract should be a one-page synopsis of the project work, typed in double line spacing (about 300 words with max 6 keywords). Font Style Times New Roman and Font Size 12. See **Annexure 3**.

3.6 Table of Contents – The table of contents should list all headings, subheadings after the table of contents page, as well as any titles preceding it. The title page and Bonafide Certificate will not find a place among the items listed in the Table of Contents. One and a half spacing

should be adopted for typing the matter under this head. A specimen copy of the Table of Contents of the project report is given in **Annexure 4**.

3.7 List of Tables – The list should use exactly the same captions as they appear above the tables in the body of the report. One and a half spacing should be adopted for typing the matter under this head. **See Annexure 5**.

3.8 List of Figures – The list should use exactly the same captions as they appear below the figures in the body of the text. One and a half spacing should be adopted for typing the matter under this head. **See Annexure 6**.

3.8.1 Table and figures - The word Table means tabulated numerical data in the body of the project report as well as in the appendices. All other non-verbal materials used in the body of the project work and appendices such as charts, graphs, maps, photographs, and diagrams should be designated as figures.

3.9 - 3.10 List of Symbols, Abbreviations, and Nomenclature – One and a half spacing should be adopted for typing the matter under this head. Standard symbols, abbreviations, etc. should be used. **See Annexures 7 and 8**.

3.11 Chapters – The chapters may be divided into different parts with the final report having a minimum total no. of pages 80.

- (i) Introduction
- (ii) Literature Review
- (iii) Problem Formulation
- (iv) Proposed Work
- (v) System Design
- (vi) Implementation
- (vii) Result Analysis
- (viii) Conclusion, Limitations, and Future Work

The main text will be divided into several chapters and each chapter may be further divided into several divisions and sub-divisions.

- Each chapter should be given an appropriate title.
- Tables and figures in a chapter should be placed in the immediate vicinity of the reference where they are cited.
- Footnotes should be used sparingly. They should be typed single space and placed directly underneath in the very same page, which refers to the material they annotate.

See Annexure 9

3.12 List of References –The listing of references should be typed 4 spaces below the heading “REFERENCES” in alphabetical order, in single spacing and left – justified. The reference material should be listed in the alphabetical order of the surname of the first author. The name of the author/authors should be immediately followed by the year and other details. **See Annexure 10**.

3.13 List of papers published based on the report –See **Annexure 11**

3.14 Appendices

Appendices may contain figures, tables, maps, photographs, raw data, computer programs (code), musical examples, interview questions, sample questionnaires, project contribution etc.

Appendices are labeled with letters as:
APPENDIX A: APPENDIX TITLE

APPENDIX ‘XX’: CONTRIBUTION OF PROJECT

See Annexure 12**4. TYPING INSTRUCTIONS:**

The impression on the typed copies should be black in color.

One and a half spacing should be used for typing the general text. The general text shall be typed in the Font style 'Times New Roman' and Font size 12. Use A4 (210 mm X 297mm) bond un-ruled paper (80 gsm) for all copies submitted. Use one only side of the paper for all printed/typed matter.

4.1 NUMBERING

Every page in the project report, except the project report title page, must be accounted for and numbered.

The page numbering, *starting from certificate and till the beginning of the introductory chapter*, should be printed in *small Roman numbers, i.e. i, ii, iii, iv.....*

The page number of the *first page of each chapter should not be printed* (but must be accounted for). *All page numbers from the second page of each chapter should be printed using Arabic numerals, i.e. 2,3,4,5...*

All printed page numbers should be located at the bottom center of the page.

4.2 CHAPTERS

Use only Arabic numerals. Chapter numbering should be centered on the top of the page using large bold print. < size 15> <Times new Roman>

4.3 SECTIONS

Use only Arabic numerals with decimals. Section numbering should *be left justified using italic print*. Example: 1.1, 1.2, 1.3, etc.

4.3.1 SUBSECTIONS

Use only Arabic numerals with two decimals. Subsection numbering should be *left Justified using italic print*. Example: 1.1.1, 1.1.2, 1.1.3, etc.

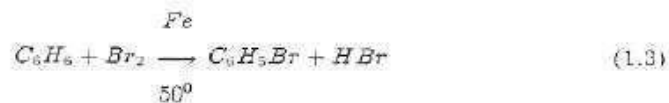
4.4 EQUATION(S)/FORMULA

Use only Arabic numerals with single decimal. Equation numbers should be right justified using normal print.

Format: (<Chapter number>.<Equation serial number>). Example (1.1)

$$L = f_1(\underline{x}) + \sum_{i=1}^m \mu_i g_i(\underline{x}) + \sum_{j=2}^K \lambda_{1,j} (f_j(\underline{x}) - \varepsilon_j) \quad (1.1)$$

$$\int dU = \int \left[\frac{1}{2} \epsilon_0 E(cB) + \frac{1}{\mu_0} B \left(\frac{E}{c} \right) \right] A dx \quad (1.2)$$

**4.5 REFERENCES**

IEEE Standard Format

5. TEXT**5.1 COLOR**

- Black

5.2 FONT

- Times New Roman

5.2.1 REGULAR TEXT

- Times New Roman 12 pts. and normal print.

5.2.2 CHAPTER HEADING

- Times New Roman 15 pts., bold print and all capitals.

5.2.3 SECTION HEADINGS

- Times New Roman 12 pts., bold print and all capitals

5.2.4 SUBSECTION HEADINGS

- Times New Roman 12 pts., italic print and leading

capitals. ie. Only first letter in each word should be in capital

5.2.5 SPECIAL TEXT - Italics / Superscript / Subscript / Special symbols, etc., as per necessity. Special text may include footnotes, endnotes, physical or chemical symbols, mathematical notations, etc.

5.2.6 REFERENCES

- Same font as regular text. Serial number and all authors' names to be in bold print. Journal names and book titles should be in italics (IEEE Standard).

6. PARAGRAPH SPACING

Use 6 pts before & 6 pts after paragraphs.

All paragraphs in the project report should be justified completely, from the first line to the last line.

Use 1.5 spacing between the regular text and quotations.

6.1 Provide double spaces between:

- (a) Chapter title and first sentence of a chapter,

Use single spacing

- (a) in footnotes and endnotes for text.

- (b) in explanatory notes for tables and figures.

- (c) in text corresponding to bullets, listings, and quotations in the main body of project report .

6.2 Use single space in references and double space between references.**7 JUSTIFICATION**The text should be *fully justified***8 MARGINS**

The margins for the regular text are as follows:

LEFT	= 1.50"
RIGHT	= 1.00"
TOP	= 1.00"
BOTTOM	= 1.00"

9 TABLES

All tables should have sharp lines, drawn in black ink, to separate rows/columns as and when necessary.

Tables should follow immediately after they are referred to for the first time in the text. Splitting of paragraphs, for including tables on a page, should be avoided. Provide double spaces on the top and the bottom of all tables to separate them from the regular text, wherever applicable.

The title of the table etc. should be placed on the top of the table

The title should be **centered with respect to the table**. The titles must be in the same font as the regular text and should be single spaced. **Should be above center justification**

The title format is given below:

Table<blank><chapter number>.<serial number><left indent><table title>.

10 FIGURES

All figures, drawings, and graphs should be drawn in black ink with sharp lines and adequate contrast between different plots if more than one plot is present in the same graph.

The title of the figure etc. should be placed on the bottom of the figure.

Figures should follow immediately after they are referred to for the first time in the text. Splitting of paragraphs, for including figures on a page, should be avoided. Provide double spaces on the top and the bottom of all figures to separate them from the regular text, wherever applicable. Figures should be centered with respect to the figure. The titles must be in the same font as the regular text and should be single-spaced. **Should be below center justification.**

The title format is given below:

Fig. <blank><chapter number>.<serial number> <left indent><figure title>.