Guidelines for the Formatting of Final Year Project Report

* Page size in final print out : A4
* Font: Times New Roman only. No fancy fonts allowed.
* Size: 12 (for text)
* Spacing: 1.5 line
* Text: Left aligned and justified only
* All Headings: Bold only + small caps
* First Heading Size : 20, Bold [e.g. Chapter 1]
* Second Heading Size : 18, Bold, small caps [e.g. INTRODUCTION]
* Chapter Main Heading Size : 16, Bold, small caps [e.g.1.1 PROJECT OVERVIEW]
* Sub Heading of Main heading Size: 14, Bold, small caps [e.g. 1.1.1]
* Minor Heading of Sub Heading Size: 12, Bold, small caps [e.g. 1.1.1.1]
* Left margin: 1.5 inches
* Right Margin: 1 inch
* Top Margin: 1 inch
* Bottom Margin: 1 inch
* Page numbering: Bottom Center side, Size : 10, Times new roman
* Only one side of the paper will be used. The other side shall be BLANK.
* Tables and figures must center aligned.
* Each chapter shall be numbered as Chapter 1, Chapter 2 etc. The name of the chapter shall be written immediately below. Both shall be Left aligned and are major headings
* References are to be placed in square brackets and interlaced in the text. “Example: The boiling point of water is 100 degrees Celsius [12].” This

implies that the information being given in the statement has been recorded from the book or journal article given in serial 12 in the references list given at the end of the report. It is scientifically and ethically correct to record all the references. A project report/ shall not be accepted without references.

* Each figure shall be numbered as for example, “**Figure 2.3** Image 1” which would imply that it is the third figure of chapter 2. It shall be placed as normal text with figure number and title at the bottom of the page with figure title. The same format shall be used for tables.
* Re draw the figures rather than copying them.
* Don’t use I, We, Us, Our, & etc use third person singular.
* Add Auto-generated Table of Content, List of Tables & List of Figures in the beginning of the report.

Page i: Project Approval form (don’t use page number)

Page ii: Abstract. (This is a short summary of the project giving all its important aspect and achievement and should not exceed one page)

Page iii: Table of Contents.

Page iv: List of figures. (Titled as such and gives all the page numbers where each figure is located).

Page v: List of tables. (Titled as such and gives all the page numbers where each table is located).

Page vi: Acknowledgements. (Should acknowledge the support of the Commandant for providing all the facilities to undertake this project work. Should acknowledge the advisor, and all who helped during the project etc.)

Note: Use Roman Number in pages mentioned above.

# Chapters’ Format:

* A chapter cannot be less than 5 pages
* Write at least 3 lines inside each and every heading
* Introduction of each chapter should be given right after the chapter heading
* All diagrams and screenshots should be properly described
* The diagrams and tables have to be readable, properly captioned and referred in the text The report should contain the following chapters with their subheadings:

# Introduction

* 1. Overview
  2. Purpose
  3. Stakeholders
  4. Benefits
  5. Background Study

# Requirements

* 1. Functional Requirements
  2. Non-Functional Requirements

# Analysis and Design

* 1. System Architecture with Diagram
  2. Entity Relationship Diagram
  3. Project Flow Diagram
  4. Use cases
  5. Activity Diagram
  6. User Interface Design (Minimum 50 Screens)

# Project Plan

* 1. Process Model (Agile)
     1. User stories
     2. Sprints Planning
     3. Sprints Sizing
  2. Timeline with Milestones

# Test Plan

* 1. Test Cases
  2. Automated Testing Tools

# Implementation Details

* 1. Tools and Technology
  2. Data Dictionary
  3. Version Control (GitHub Repository management)
  4. Web APIs / Web Services (Description)
  5. Website Development (Discussion with Code snippets)
  6. Mobile Application Development (Discussion with Code snippets)
  7. Deployment
     1. Website Hosting
     2. Mobile application deployment

# Conclusion and Future Work