**FORMAT FOR PREPARATION OF MINI PROJECT REPORT**

**Subject: FEE-I**

**Code: 22CS004**

1. **ARRANGEMENT OF CONTENTS:**

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

* 1. Cover Page & Title Page
  2. Table of Contents
  3. Section (1 – 8)
  4. References (section 9)

The table and figures shall be introduced in the appropriate places, should be numbered with proper caption

###### PAGE DIMENSION AND BINDING SPECIFICATIONS:

The dimension of the project report should be in A4 size. The final project report should spiral bind, although preliminary copy can be shown without spiral.

###### PREPARATION FORMAT:

**3.1 Cover Page & Title Page** – A specimen copy of the Cover page & Title page of the project report**.**

**3.2 Abstract –** Abstract should be one page synopsis of the project report typed 1.5 line spacing, Font Style Times New Roman and Font Size 12.

* 1. **3.3 Table of Contents –**.A specimen copy of the Table of Contents of the project report is given in **format file.**

**3.4 Sections** – The Section may be broadly divided into 5 parts as below:

1. Introduction
2. Problem Statement
3. Technical Details
4. Key features
5. Project Advantages
6. Bonus feature (optional)
7. Results should include Figures with explanation
8. Conclusion with Future scope

**3.5 List of References** –The listing of references should be typed in alphabetical order in single spacing left – justified. The reference material should be listed in the alphabetical order of the first author. The name of the author/authors should be immediately followed by the year and other details.

###### TYPING INSTRUCTIONS:

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

One line 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. Heading should be bold and underline.

Main Section should be bold, underline and centered.

1. **PAGE LAYOUT & MARGIN**: NORMAL, 2.54 CM FROM ALL SIDES

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