

GENERAL GUIDELINES PROJECT REPORT

Report Structure

A standard project report must include:

- Title Page
- Certificate
- Declaration
- Acknowledgment
- Abstract
- Table of Contents
- Main Chapters (Introduction to Conclusion)
- Future Scope
- Bibliography / References
- Appendix (if needed)

Formatting Guidelines

- **Paper Size:** A4
- **Font Style:** Times New Roman
- **Font Size:**
 - Headings: 16 pt (Bold, Uppercase, Centre)
 - Subheadings: 14 pt (Bold, Uppercase, Left Align)
 - Text: 12 pt (Justify)
- **Line Spacing:** 1.5
- **Alignment:** Justified
- **Page Margins for Front Page, Certificate, Declaration, Acknowledgment, Abstract & Table of Contents pages:**
 - Left: 1.15 inch (binding)

- Right: 1 inch
 - Top: 1 inch
 - Bottom: 1 inch
- **Page Margins for all other pages:**
 - Left: 1 cm (binding)
 - Right: 1 cm
 - Top: 1 cm
 - Bottom: 1 cm
 - Gutter: 1 cm
 - Gutter Position: Left
 - Multiple Pages: Mirror Margins
 - **Page Numbers:** Bottom, Right Align

Writing Guidelines

- Use clear and simple language.
- Avoid grammatical mistakes and plagiarism.
- Divide the content logically into headings & subheadings.
- Provide proper explanations, diagrams, tables, and screenshots.
- Maintain consistency in formatting throughout the report.

Project Content Requirements

Introduction

- Brief overview of the project
- Purpose and scope
- Background information

Problem Definition

- Describe the real-world problem being solved

Objectives

- Clearly list the goals of your project

System Analysis

- Existing system
- Proposed system
- Feasibility study
- Requirement specification (Hardware & Software)

System Design

Include diagrams such as:

- Data Flow Diagram (DFD)
- Use Case Diagram
- Class Diagram
- Activity Diagram
- ER Diagram
- System Architecture

Implementation

- Explain modules
- Technologies used
- Coding standards (do not include full code unless required)

Testing

- Test cases
- Types of testing performed
- Expected vs actual results

Output Screenshots

- Captured screenshots of the working system
- Proper labeling & explanations

Conclusion

- Summary of project achievements
- Limitations

Future Scope

- Possible enhancements
- Future improvements

Bibliography / References

Use any standard style:

- APA
- IEEE
- MLA

Include:

- Books
- Websites
- Research articles
- Software documentation

Appendix

Submission Guidelines

- Ensure the report is properly spiral bound.
- Submit softcopy of report and project code as instructed.
- Keep backup copies of report and project code.
- Submit on or before the deadline.