## Documentation Structure:

The documentation structure defines the components that must be included in the proposal report of the Project I & II. It includes the following components:

**Proposal Format:**

1. Title page
2. Abstract (with keywords) – 250 words
3. Introduction
4. Problem statement
5. Objectives
6. Related Work Review / Literature Study/Review (present if any)
7. System Requirements
   1. Functional
   2. Non-functional
   3. Requirement prioritization table
8. Proposed Methodology & System Design
9. Development Cost estimation
10. Project Schedule (Task and Timeline Diagram)
11. Proposed Deliverable/Output
12. Conclusion
13. References/ Bibliography (Should Follow IEEE format)

## The Title Page

The title page must comply with the standard provided by the college. Size of the text on the cover page should be 14pt and the report title should be 16pt – both in Times New Roman font. The college logo should be present at the bottom left corner as shown in the sample. The college name should be 20pt in size of Arial Black font. The sample of the title page is shown in the Appendix A.

## Detailed Format of the Project Proposal and Report

|  |  |
| --- | --- |
| Paper size: | A4 Plain white |
| Print at: | Single side (odd pages) only |
| Page Layout: |  |
| Orientation: | Portrait |
| Margin: | 1” each of Left, Right, Top and Bottom |
| Binding Offset: | 0.5” at the left (i.e. gutter margin) |
| Spaces between lines: | 1.5 lines |
| Paragraph spacing: | 6 pt. before and after |
| Page numbers: | At the bottom center e.g. 1, 2, 3…. |
| Document contents: |  |
| Normal text: | Font name: Times New Roman Font size: 12 pt.  Font style: Regular |
| Headings: | Stepwise increment from the normal text, but should not exceed the size of the report title.  Font style may be Italic and/or Bold faces |
| Figures and Tables: | Should be center aligned, have captions with figure numbering |
| Equations and Formulae: | Should be center aligned and have equation no’s at the right margin |
| Document organization: | Section should start on a new page  Section headings should be numbered in Legal style |

***Note:*** - In Project Report***,*** Page numbers from **Acknowledgement** section to **List of Table** section should be in **Roman** (**i,ii,iii…..)** and from **Introduction** section should be in **Hindu Arabic (1,2,3…..).**

*Appendix A : Project Report Cover Page*

A

Project {Proposal/MidTerm/Final} Report

On

{Name of the project}

For the partial fulfillment of the requirements for the degree of {Bachelor of Computer Application/Engineering} Under Pokhara University

**Submitted to**

Department of {Computer Application/ Engineering}

National Academy of Science and Technology

**Under the supervision of**

{Name of Supervisor}

{Designation}, Department of {Computer Application/ Engineering}

**Submitted by**

{Student Name} (RollNumber)

{Student Name} (RollNumber)

{Student Name} (RollNumber)

{ProgramName}, {semester}th Semester

Month, Year

|  |  |
| --- | --- |
|  | National Academy of Science and Technology  (Affiliated to Pokhara University)  Accredited by University Grants Commission (UGC), Nepal (2022)  Uttarbehedi 4 Dhangadhi, Kailali, Nepal |