

Note:

How the report has to be prepared

Paper:

The report shall be printed/xeroxed on white bond paper, whiteness 95% or above, weight 70 gram or more per square meter. The size of the paper shall be standard A4; height 297 mm, width 210 mm.

Type Setting, Text Processing and Printing:

The text shall be printed on single side of a page (**BE report on both side of a page**) employing laser jet or Inkjet printer, the text having been processed using a standard text processor. The standard font shall be **Times New Roman** of **12 pts** with **1.5 line spacing**.

Page Format:

The Printed Sheets shall have the following written area and margins:

Top Margin : 15 mm

Head Height : 3 mm

Head Separation : 12 mm

Bottom Margin : 22 mm

Footer : 3 mm

Foot Separation : 10 mm

Left Margin : 30 mm

Right Margin : 20 mm

Text Height : 245 mm

Text Width : 160 mm

When header is not used the top margin shall be 30 mm.

Pagination:

Page numbering in the text of the report shall be Hindu- Arabic numerals at the center of the footer. Page number “1” for the first page of the Introduction chapter shall not appear in print; only the second page will bear the number “2”. The subsequent chapters shall begin on a fresh page. Pagination for pages before the Introduction chapter shall be in lower case Roman numerals, e.g., “iv”.

Header:

When the header style is chosen, the header can have the Chapter number and Section number (e.g., Chapter 2, Section 3) on even numbered page headers and Chapter title or Section title on the odd numbered page header.

Paragraph format:

Vertical space between paragraphs shall be about 2.5 line spacing. The first line of each paragraph should normally be indented by five characters or 12mm. A candidate may, however, choose not to indent if s/he has provided sufficient paragraph separation. A paragraph should normally comprise more than one line. A single line of a paragraph shall not be left at the top or bottom of a page. The word at the right end of the first line of a page or paragraph should, as far as possible, not be hyphenated.

Chapter:

Each chapter shall begin on a fresh page with an additional top margin of about 75mm. Chapter number (in HinduArabic) and title shall be printed at the center of the line in 6mm font size (18pt) in bold face using both upper and lower case (all capitals or small capitals shall not be used). A vertical gap of about 12 mm (spacing after font size 36 with single line spacing) shall be left between the Chapter number and Chapter title lines and between chapter title line and the first paragraph.

Sections and Subsections:

A chapter can be divided into Sections, Subsections and Sub-sub Sections so as to present different concepts separately. Sections and subsections can be numbered using decimal points, e.g. 2.2 for the second section in Chapter 2 and 2.3.4 for the fourth Subsection in third Section of Chapter 2. Chapters, Sections and Subsections shall be included in the contents with page numbers flushed to the right. Further subsections need not be numbered or included in the contents.

The Section and SubSection titles along with their numbers in 5 and 4mm (16 and 14 pt) fonts, respectively, in bold face shall be flushed to the left (not centered) with 15 mm space above and below these lines. In further subdivisions character size of 3 and 3.5 with bold face, small caps, all caps and italics may be used for the titles flushed left or centered. These shall not feature in the contents.

Table / Figure Format:

Tables and figures should be presented in portrait style as far as possible. Small size table and figures (less than half of writing area of a page) should be incorporated within the text, while larger ones may be presented on separate pages. Table and figures shall be numbered chapter wise. For example, the fourth figure in chapter 5 will bear the number Figure 5.4 or Fig 5.4.

Table number and title will be placed above the table while the figure number and caption will be located below the figure. Reference for Table and Figures reproduced from elsewhere shall be cited in the last and separate line in the table and figure caption.

How to print and bind the report

Binding:

The final hard bound copies to be submitted after the viva-voce examination will be accepted during the submission of thesis/dissertation/ project report with black colour.

Front Covers:

The front covers shall contain the following details:

- Full title of thesis in 6 mm 22 point's size font properly centered and positioned at the top.
- Full name of the candidate in 4.5 mm 15 point's size font properly centered at the middle of the page.
- A 50 mm dia replica of the Institute emblem followed by the name of department, name of the Institute and the year of submission, each in a separate line and properly centered and located at the bottom of page.

All lettering shall be embossed in gold.

Blank Sheets:

In addition to the white sheets (binding requirement) two white sheets shall be put at the beginning and the end of the report.