**DR S. & S.S GHANDHY COLLEGE OF ENGG & TECH, SURAT**

**INFORMATION TECHNOLOGY DEPARTMENT**

**SEM: VI**

**SUBJECT: SOFTWARE DEVELOPMENT (4361604)**

**REPORT GUIDELINES**

**Important instructions to be followed by all the students:**

**The sample word file is provided to check the format.**

**Name of file: ''04 Sample Report Format.docx''**

1. Page size: **A4**
2. In Header, **Left** Alignment : **Software Development (4361604)**
3. In Header, **Right** Alignment –Title of your Software
4. In Footer, **Left** Alignment – **Enrollment Number**
5. In Footer, **Right** Alignment- page number (e.g.: **1/30**)
6. Page Margin: Top-Bottom and Right : **0.8 inch**, **Left** – **1.0 inch**
7. Line spacing : **1.5**
8. Font Style : Times New Roman
9. Chapter Title: Font Size – **16** (**Bold**)
10. Chapter Topic Title: Font Size – **14** (**Bold**)
11. Chapter Sub Topic Title: Font Size – **12** (**Bold**)
12. Topic –Content: Font Size – **12,** Times New Roman
13. Figure(Image) Title: **Centre** Times New Roman **10**, **Bold**
14. Table Title: **Centre** Times New Roman **10**, **Bold**
15. Each chapter should start at new Page.
16. Uniform Bullets and Numbering throughout the Report
17. Paragraph Before & After Spacing **0 pt**