**Guidelines to prepare B.Tech Project Documentation**

**Font : 1. Chapter Names - 16 TNR (bold) all caps**

**2. Headings - 14 TNR (bold) all caps**

**3. Subheadings - 14 TNR (bold) Title case**

**4. Sub – sub headings - 12 TNR (bold) Title case**

**5. Body of Project - 12 TNR( Times New Roman)**

**6. Text in Diagrams - 12 TNR (all lower case)**

**7. Diagrams / Table headings / Fig. Headings - 12’ TNR Title case**

**8. If any text 12’ TNR (Title case)**

**Spacing: 1. 2 line spacing between heading and body text.**

**2. 1.5 line spacing in body text.**

**3. New paragraphs start with single tab.**

**Margins : Left 1.5’ Right 1.0’**

**Top 1.0’ Bottom 1.0’**

**Page numbers: ( Bottom, Middle)**

**1. Front Pages Small Roman Numbers**

**(Excluding title page, Certificate page, Acknowledgement page)**

**2. Body pages 1,2,3 ……….**

**3. Annexure 1,2,3………..**

**(Separate for each Annexure)**

**Pages & Size : A4 paper (Basic Royal executive Bond min 80gsm) color : White**

**Documentation: Hard Book Binding (BLack pads) (spiral binding for phase – I )**

**Front Pages Page -I Title Page**

**Page -II College Certificate**

**Page -III Company Certificate(if applicable )**

**Page -IV Acknowledgement**

**Page -V Abstract**

**Page -VI Index**

**Page -VII List of Figures/ tables/ screens**

**Page -VIII Symbols & Abbreviations**

**CONTENTS**

1. **Introduction (Page Number )**
   1. **Motivation**
   2. **Problem definition**
   3. **Objective of Project**
   4. **Limitations of Project**
2. **LITERATURE SURVEY** 
   1. **Introduction**
   2. **Existing System**
   3. **Disadvantages of Existing system**
   4. **Proposed System**
3. **Analysis** 
   1. **Introduction**
   2. **Software Requirement Specification**
      1. **User requirement**
      2. **Software requirement**
      3. **Hardware requirement**
   3. **Content diagram of Project**
   4. **Algorithms and Flowcharts**
4. **DESIGN** 
   1. **Introduction**
   2. **DFD / ER / UML diagram (any other project diagrams)**
   3. **Module design and organization**
5. **IMPLEMENTATION & RESULTS** 
   1. **Introduction**
   2. **Explanation of Key functions**
   3. **Method of Implementation**

**5.2.1 Forms**

**5.2.2 Output Screens**

**5.2.3 Result Analysis**

1. **TESTING & VALIDATION** 
   1. **Introduction**
   2. **Design of test cases and scenarios**
   3. **Validation**
2. **CONCLUSION : First Paragraph - Project Conclusion**

**Second Paragraph - Future enhancement**

**REFERENCES :**

1. **Author Name, Title of Paper/ Book, Publisher’s Name, Year of publication in descending order ( latest to old )**
2. **Full URL Addresses**

**Annexure I : User Manual of Project**

**Extra Points:  
  
                1) Project title on the top right with toggle case.  
                2) Department name on the bottom left (GITAM UNIVERSITY-CSE).  
                3) Page number at middle of bottom.**

**NOTE : 1) There should not be any BORDER for any page in the documentation .**

**2) Page count must be 80 to 99**

**No.of copies : 3 Qty (1 for Dept ,1 for Library ,1 for individual)**

**Note : Eg.. In case if the batch contains 4 members they should get hard bound Copies of 6**

**( 1 for Department , 1 for Library , for 4 members 4 copies……)**

**Note : STUDENTS THOSE WHO FAILED TO PRODUCE RECORDS WITH THE ABOVE MENTIONED CRITERION WILL NOT BE FORWARDED FOR Final VIVA -VOCE EVALUATION .**

**-Uniformity of Records is must for all batches…..**