

Sr no.	Particular	Checklist	As per guideline?(y/n)
1	Paper	A4 (210mm x 297mm) paper	
2	Margins	Left : 1.25 inches Right : 1.0 inches Top : 1.0 inch Bottom: 1.0 inch	
3	Header and footer	Top-left corner: contains the project id of the student	
4		Top-right corner: contains the chapter heading Example: <div> PRJ2020CE022 INTRODUCTION </div>	
5		Bottom-left corner: contains “CSPIT”	
6		Bottom-center : page number	
7		Bottom- right corner: U & P U. Patel Department of Computer Engineering Example: <div> C.S.P.I.T. 1 U & P U.Patel Department Of Computer Engineering </div>	
8	Numbering	The page numbering starting from candidate's declaration up to the beginning of the chapters should be numbered in small roman letters, i.e. I, ii, ...	
9		The page numbering starting from the beginning of chapter 1 up to the end of the report, should be numbered in arabic numerals, i.e. 1,2, 3,....	
10	Colour:	Text: black Graphs, charts, etc: colour print	
11	Font : (Times New Roman)	Chapter headings : 16pts, bold print all capitals Example:	

		INTRODUCTION	
12		<p>Section headings : 14 pts, bold print all capitals Example:</p> <p>PROJECT SUMMARY</p>	
13		<p>Subsection headings : 12 pts, bold print leading capitals Example:</p> <p>Project Development Approach and Justification</p>	
14		<p>Regular text : 12 pts, normal prints Example:</p> <p>For the project development the approach we have made was using</p>	
15		<p>Special text : italics 12 pts (for foot notes, symbols, quotes, mathematical notations....) Example:</p> $E = mc^2$	
16	Spacing/alignment	<p>1.5 spacing between lines Example:</p> <p>These hardware features were used for the project most appropriate features for our project and tha</p>	
17		<p>Double spacing between:</p> <ol style="list-style-type: none"> 1. Paragraphs 2. Chapter title and section heading 3. Section heading and paragraphs 4. Table title and table 5. Figure title and figure 	
18	Section/subsection numbering	<p>Section numbering: <chapter.section number> <3 blanks> section heading Example: 1.1, 2.1</p>	

		<p>2.0 PROJECT MANAGEMENT</p> <p>2.1 PROJECT PLANNING</p> <p>We have divided the project into individual functionalities which will be further explained in the next 4 months. The project team consists of 2 key members.</p> <p>2.1.1 Project Development Approach and Justification</p> <p>For the project development the approach will be as follows:</p>	
19		<p>Subsection numbering: <chapter.subsectionnumber></p> <p>Example: 1.2.1</p>	
20	Justified	<p>Justify whole content Example:</p> <p>As we have already discussed the problems and weaknesses in the current existing system, we found the need to develop some new features which the current system was lacking and can be of much use to beneficiaries. Some features which are new in the current system as discussed as follows:</p>	