**PROJECT REPORT GUIDELINES**

**For TY. & SY B.B.A.(C.A.) STUDENTS**

**1. Type of paper**- White Executive Bond (95 GSM)

**2. Paper size**- A 4

**3. Fonts** - Times New Roman

**4. Font Sizes-**

i. **Content title** – 22 Bold

ii. He**adings**- 16 Bold

iii. **Sub headings**- 14 Bold

iv. **Body of the Text**- 12 Normal

v. **Foot note-** 10 Normal

**5. Line Spacing-** 1.5 lines

**6. Margins-**

i. **Left** - 1.5 inches

ii. **Right, Top & Bottom**- 1 inches each side.

**7. Printing** – One side Laser & DeskJet (Colour) Print only

**8. No page borders**

**9. Letters in between < > brackets needs to be replaced by the required information of each student.**