

FORMAT FOR UG SEMINAR REPORT

Academic Year: _____

(Use Font Size 14, Times New Roman and justified for the entire seminar report contents with following details (Please use Word 97 and above))

Author 1* (Font Size 14 and Bold)

Roll Number

· Department, Affiliated Institution,

Address (Font Size 14 –Arial-Italic).

Abstract (Font 14 Arial).

Please start your manuscript with 100-150 words abstract at the top.

Keywords: About 10 words.

1. INTRODUCTION (Font Size 14)

All manuscripts (one hard copy with one exact electronic version including tables, figures etc.) should be submitted to guide. The first line of the first paragraph under each heading should start from left-hand margins without indentation. The subsequent paragraph first line should have 10 spaces.

Manuscripts should be typed single-spaced, Times Roman on one side of good quality A4 size white seminar leaving at 3cm margins at the top, bottom and side. There should be 3 blank spaces gaps between the subsequent sentences. For the Seminars, the maximum length should not exceed 30 pages, inclusive of all figures, tables, captions, notes and references. Each seminar should state the principal objectives of the research describing the methods employed and summarize the results and conclusion. Authors should maintain consistency in spelling.

Articles should be complete, clear and lucid. The authors should cover their subject thoroughly but as concisely as possible. Platitudes or repetitions of facts well known to the reader should be avoided in the text. Number all the pages consecutively, including tables and figures.

2 PRINCIPAL HEADING

Principal heading is in capital letters and placed at the left-hand margin. Please leave two blank spaces between heading number and principal headings.

2.1 Subheadings (Font Size 14, bold)

Subheadings are to be in bold letters with first letter capital and placed flush on the left-hand margin of the column without any blank spaces between sub heading number and title.

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3. EQUATION NUMBERS

When numbering equations enclose numbers in parenthesis and place flush with right hand margin of the column. e.g.:

$$R \sin \theta + Sx(t) = F(t)$$

4. ILLUSTRATIONS

Camera-ready copies of drawings and graphs must be high quality computer-generated line diagrams or prints. Graphs, bar diagrams and similar illustrations prepared by using graphic software are acceptable. Photocopies are not acceptable as illustrations. The size of figures should be limited to 12 x 12 cm. Each figure along with the figure caption should be included in the text in such a way that there is double line spacing between the text and figure top and bottom. The figure caption should be placed below the figure and centered.

5. TABLES

Each table with appropriate title should be included in the text in such a way that there is double space between table and text. The tables should be numbered in Arabic numerals, if from a reference, should be mentioned at the bottom of the table. Supply a full citation for tables taken from already published literature.

Table 1: Information on seminar size and Margins

	Right	Left	Top	Bottom
A4	30mm	30mm	30mm	30mm

6. FOOTNOTES

All the text intended for footnotes should be put in a section titled **Notes**, which will appear before **References**. The notes should be indicated in the text with lower case alphabets in subscript and should appear in the **Notes** section in the same order in which they are mentioned in the text.

7. REFERENCES

e.g.

[1] Xyz, pqr, "Seminar Title " Journal of Computer 23(1), 123-126.

[2] Kidong K et al. 2002, Title of the Book, city, publisher

UG Seminar Coordinator