

Format for UG Seminar Report 2019-20

Each student is required to write a comprehensive report about the seminar. The report should be in the format as described below. It is important that you adhere to these guidelines.

A. Seminar report should be arranged as

1. **Title Page** with Title of the topic, Name of the candidate with Exam Seat Number / Roll Number, Name of the Guide, Name of the Department, Institution and Year & University
2. **Seminar Approval Sheet/Certificate**
3. **Abstract and Keywords**
4. **Acknowledgements (if any)**
5. **Table of Contents, List of Figures, List of Tables and Nomenclature**
6. **Chapters** Covering topic of discussion- Introduction with section including organization of the report, Literature Survey/Details of design/technology/Analytical and/or experimental work, if any/.....,Discussions and Conclusions ,Bibliography/References
7. **Plagiarism Check report**
8. **Report Documentation page**

B. Preparation Format

- 1) Report Size:** Limit your seminar report to preferably 08- 12 pages.
- 2) Footer:** The footer “**P:F/SMR-UG/08/R0**” should be included. It should be TIMES NEW ROMAN 10 pt. and right justified and page numbers on right should be included. Start numbering from Introduction.
- 3) Header:** The header “Seminar Title” centered
- 4) Paper Size :** A- 4 size bond paper
- 5) Margins:** Mirrored
 1. Top: 1 inch
 2. Bottom : 1 inch
 3. Inside: 1.25 inch
 4. Outside : 1 inch
- 6) Line Spacing:**1.5 lines
- 7) Title of Chapter**
 - i. Font: Arial (Bold face, capital)
 - ii. Size: 16 point Alignment: centered
- 8) All Topics Headings**
 - i. First Order Heading:** (for example – 1.INTRODUCTION)
 1. Font: Times New Roman (Bold Face) 2. Size: 14 point
 - ii. Second Order Heading:** (for example – 1.1.Evolution)
 1. Font: Times New Roman (Bold Face) 2. Size: 12 point
 - iii. Third Order Heading:** (for example – 1.1.1. Image Processing)
 1. Font: Times New Roman (Normal Face)
 2. Size: 12 point
- 9) Text:**i. Font ii. Size: Times New Roman: 12 point
- 10) Figures and Tables:**

Caption: (for figures below the figure and for tables above the table)

 1. Font: Garamond (Bold)
 2. Size: 11 point
 3. Alignment: Center
- 11) References:**
 - i. Book : Author name(s), Book Title, Publisher, Copyright Year, page nos. if any.
 - ii. Journal/ Magazine/ Periodical: Author name(s), paper name, Journal/ Magazine/ Periodical name, issue no., page nos.
 - iii. Web Resources: Complete URL including File name.