**Truba Institute of Engineering & Information Technology, Bhopal**

Karond - Gandhi Nagar Bypass Road, Bhopal – 462 038 (M.P.) **Tel:** 2734691-92-93. **Fax:** 2734694

**Office:** 215, Zone-I, M.P. Nagar, Bhopal – 462 011. **Tel:** 4220040, 3013222

E Mail: info@trubainstitute.ac.in, Visit us @ www.trubainstitute.ac.in

**GUIDELINES FOR DOCUMENTATION OF MAJOR PROJECT**

|  |  |  |
| --- | --- | --- |
| **S. No.** | **Specification** | **Remarks** |
| 1 | Paper Size | **A4** |
| 2 | **Font Size** |  |
|  | (a) Heading | **14 (Bold)** |
|  | (b) Sub Heading | **12 (Bold)** |
|  | (c) Simple Text | **12** |
| 3 | Font Style | **Times New Roman** |
| 4 | Margin | **Left: 1.25, Right: 1, Top: 1, Bottom: 1** |
| 5 | Text Alignment | **Text must be Justified** |
| 6 | Line Spacing | **1.5** |
| 7 | Color of Hard Binding | **Sky Blue** |
| 8 | Color of Text | **Black** |
| 9 | Table name font size | **9** |
| 10 | Fig no. & name font size | **9** |

**NOTE 1:** The Project Report would be of approximately 50 pages. It can be in the range of 50 to 65 pages. This may change in exceptional cases only.

**NOTE 2:** Page no. should be mentioned at the bottom.

**NOTE 3:** Initially, a Group will submit a Project Report in Soft Copy (DOC & PDF) to the Guide for verification and approval. Once the Report is approved by the Guide, then only the Group is permitted for Hard Binding of Report. Reports in Hard Binding will not be entertained without approval of Soft Copy of Report.

**NOTE 4:** Number of Hard Binding Reports to be submitted by a Group will be equal to number of Group Members plus two. The details are specified below:

1) One copy for University

2) One copy for Library

3) Separate Copy for each student in a Project group

**Prof. Amit Saxena Head (CSE / IT)**