**GUIDELINES FOR PREPARING THE PROJECT REPORT**

* The page size of a document : **A4**
* Certificate Specification:
  + Name (s) of all members
  + USN (s) of all members

**Paper, Typing, Format:**

* Font face : **Times New Roman**
* Font Size: **12pt**
* Layout margins:
  + Left : 1.5 inches
  + Top : 1.0 inches
  + Bottom : 1.0 inches
  + Right : 1.0 inches
* A new paragraph should **begin with 5 spaces from left** and **double-spacing / 1.5 line-spacing** for the rest of the report.
* **Page no.** should be positioned either at **Top-middle / Bottom-middle**
* Headings / Sub-headings must not be underlined.
* Headings / Sub-headings should not be followed by **( : ) colon**