

## **Standard to be followed**

### **A. Page Layout**

1. Your paper must use a page size corresponding to A4 which is 210 mm (8.27") wide and 297 mm (11.69") long.
2. The margins must be set as follows:
  - a. Top = 19 mm (0.75")
  - b. Bottom = 43 mm (1.69")
  - c. Left = Right = 14.32 mm (0.56")

### **B. Page Style**

1. All paragraphs must be justified, i.e. both left-justified and right-justified.
2. Line Space must be 1.5

### **C. Text Font of Entire Document**

1. The entire document should be in Times New Roman.
2. The font size has to be 12 throughout

### **D. Section Headings**

1. No more than 3 levels of headings should be used.
2. Font size for the headings will be 16, 14, 12

### **E. Figures and Tables**

1. Position figures and tables at the tops and bottoms pages. Tables and figures may be full-page width or may be partial page.
2. Width with wrap on either side.
3. Figure captions should be centered below the figures. Table captions should be centered above.

## **Prescribed Format of the Project Report**

The sequence in which the project report material should be arranged is as follows:

1. Cover Page
2. Letter of Approval
3. Abstract Page
4. Acknowledgement
5. List of Abbreviation, List of figures, List of tables (if any)
6. Table of Contents
7. Main Report

- a. Introduction of the Project
  - b. Problem Statement (Problem Analysis)
  - c. Objective (written in bullet; can be up to 3 to 5 starts with “To”)
  - d. Feasibility Study
  - e. Implementation
  - f. Testing
  - g. Conclusion
8. Appendices (Screen Shots, Source Code Snap Shots)/ **Application Manual**
  9. References

### **Description:**

1. **Cover Page:** Title, Name of the Candidate and University Roll No., Name of Supervisor, College Name (and logo) with University name and month and Year of submission.
2. **Abstract** of the report should be not more than one page: It should include the purpose of the study, the methodology used and a summary of the major finding, conclusions and recommendations.
3. **Acknowledgement:** The student may thank all those who helped in the preparation of project.
4. **List of abbreviation** should contain the abbreviation used in entire document.
5. **List of figures, List of tables** should contain the figures and tables name used in entire document and their respective page numbers.
6. **Table of Contents** should contain the title of the contents of the document and their respective page numbers.
7. **Main body of the Project:** This is major part of the project giving the detail of the project work. The project may be divided into chapters with suitable titles.
8. **Appendices:** Appendices are provided to give supplementary information, which is included in the main body that may serve as a distraction and cloud the central theme. Appendices should be numbered using Arabic numerals, e.g. Appendix I, Appendix II, etc. Appendices, Tables and References appearing in appendices should be numbered and referred to at the appropriate places just as in the case of chapters. Appendices shall carry the title of the work reported and the same title shall be made in the content page also.

9. **List of Reference and Bibliography:** The listing of references should be typed 2 spaces below the heading “REFERENCES” in alphabetical order in single spacing left-justified. Should be numbered consecutively in square [] brackets, throughout the text and should be collected together in the reference list at the end of your report. The references should be numbered in the order they are used in the text. The name of the author/authors should immediately have followed by the year and other details.
10. **Application Manual:** This must include step by step process to use the application including screenshot and description.

**[NAME OF THE COLLEGE]**  
**Tribhuvan University**  
**Institute of Science and Technology**

**[Logo of College]**

**[TITLE OF PROJECT REPORT]**

*In partial fulfillment of the requirement for the Bachelor Degree in Computer Science and  
Information Technology*

**Submitted by**  
[Name of the candidate][TU Roll No.]

**Submitted to**  
[Department of Computer Science and Information Technology]  
[Name of the College]

[Submission Month and Year]

**College Name**  
**Tribhuvan University**

**LETTER OF APPROVAL**

This is to certify that this project prepared by NAME OF THE STUDENT entitled “TITLE OF THE PROJECT.....” in partial fulfillment of the requirements for the degree of B.Sc. in Computer Science and Information Technology has been well studied. In our opinion it is satisfactory in the scope and quality as a project for the required degree.

**Internal Examiner**

**SIGNATURE (Leave blank)**

Name and Academic designation

Department name and full address of the institution