**Common guidelines for Seminar Report**

* Each page should have header and footer
  + Header – Seminar Name (LHS) and Page No (RHS)
  + Footer - BMSIT&M, Dept Name(LHS) and year of submission(RHS)
* Use Times New Roman Font type
* All the main headings should be 16’’ Bold
* All the sub headings should be 14’’ Bold
* All running text should be 12’’ Justified and 1.5 line spacing
* Do not underline
* All the abbreviations have to be expanded when they are used for the first time and can be abbreviated in further use.
* Number of pages can be limited to 20
* Order of Report

1.Cover page(follow the attached template ,Color Print& Should be covered by transparent sheet)

2.Certificate(follow the attached template ,Color Print & Should be covered by transparent sheet)

3.Acknowledgement

4.Abstract

5.Table of content

6.List of figures