GOVERNMENT ENGINEERING COLLEGE, IDUKKI 685 603

DEPARTMENT OF INFORMATION TECHNOLOGY

FORMAT FOR PREPARATION OF SEMINAR REPORT

FOR

Seventh Semester B.Tech

1. ARRANGEMENT OF CONTENTS:

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

1. Cover Page and Title Page
2. Bonafide Certificate
3. Abstract
4. Acknowledgement
5. Table of Contents
6. List of Tables
7. List of Figures
8. List of Symbols, Abbreviations and Nomenclature
9. Chapters
10. Appendices
11. References

The table and figures shall be introduced in the appropriate places.

2. PAGE DIMENSION AND BINDING SPECIFICATIONS:

The dimension of the seminar report should be in A4 size. The seminar report should be bound using flexible cover of the thick black art paper. The cover should be **printed in yellow letters** and the text for printing should be identical.

3. PREPARATION FORMAT:

3.1 Cover Page & Title Page – A specimen copy of the Cover page & Title page of the project report are given in **Appendix 1.**

3.2	**Bonafide Certificate –** The Bonafide Certificate shall be in double line spacing using Font Style Times New Roman and Font Size 14, as per the format in **Appendix 2.**

The certificate shall carry the supervisor‟s signature and shall be followed by the supervisor‟s name, academic designation, department and full address of the institution where the supervisor has guided the student. The term „**SUPERVISOR**‟ must be typed in capital letters between the supervisor‟s name and academic designation.

3.3	**Abstract –** Abstract should be one page synopsis of the project report typed double line spacing, Font Style Times New Roman and Font Size 14.

3.4	**Acknowledgement –** The acknowledgement should be brief and should not exceed one page when typed in double spacing. The candidate‟s signature shall be made at the bottom end above his / her name typed in capitals.

3. 5	**Table of Contents –** The table of contents should list all material following it as well as any material which precedes it. The title page and Bonafide Certificate will not find a place among the items listed in the Table of Contents but the page numbers of pages in lower case Roman letters will be added to Table of Contents. One and a half spacing should be adopted for typing the matter under this head. A specimen copy of the Table of Contents of the project report is given in **Appendix 3.**

3.6	**List of Tables –** The list should use exactly the same captions as they appear above the tables in the text. One and a half spacing should be adopted for typing the matter under this head.

3.7	**List of Figures –** The list should use exactly the same captions as they appear below the figures in the text. One and a half spacing should be adopted for typing the matter under this head.

3.8	**List of Symbols, Abbreviations and Nomenclature –** One and a half spacing should be adopted or typing the matter under this head. Standard symbols, abbreviations etc. should be used.

3.9	**Chapters** – The chapters may be broadly divided into 3 parts (i) Introductory chapter, (ii) Chapters developing the main theme of the seminar work (iii) and Conclusion.

The main text will be divided into several chapters and each chapter may be further divided into several divisions and sub-divisions.

❖	Each chapter should be given an appropriate title.

❖	Tables and figures in a chapter should be placed in the immediate vicinity of the reference where they are cited.

❖	Footnotes should be used sparingly. They should be typed single space and placed directly underneath in the very same page, which refers to the material they annotate.

❖ Chapter names are to be typed in UpperCase, with the Font style „Times New Roman" and Font size 14, and sub headings are to be typed in the Font style „Times New Roman" and Font size 14, use sentence-style capitalization. i.e., Capitalize the first letter of the first word and any proper nouns in sub headings, but leave the rest lower case.

3.10 **Appendices** – Appendices are provided to give supplementary information, which, if included in the main text may serve as a distraction and cloud the central theme.

- Appendices should be numbered using Arabic numerals, e.g. Appendix 1, Appendix 2, etc.
- Appendices, Tables and References appearing in appendices should be numbered and referred to at 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 contents page also.

3.11 **List of References** –The listing of references should be typed 4 spaces below the heading "REFERENCES" in alphabetical order in single spacing left – justified. The reference material should be listed in the alphabetical order of the first author. The name of the author/authors should be immediately followed by the year and other details.

A typical illustrative list given below relates to the citation example quoted above.

REFERENCES

1. Ariponnammal, S. and Natarajan, S. (1994) „Transport Phonomena of Sm Sel – X Asx", Pramana – Journal of Physics Vol.42, No.1, pp.421-425.

2. Barnard, R.W. and Kellogg, C. (1980) „Applications of Convolution Operators to Problems in Univalent Function Theory", Michigan Mach, J., Vol.27, pp.81–94.

3. Shin, K.G. and Mckay, N.D. (1984) „Open Loop Minimum Time Control of Mechanical Manipulations and its Applications", Proc.Amer.Contr.Conf., San Diego, CA, pp. 1231-1236.

Table and figures - By the word Table, is meant tabulated numerical data in the body of the project report as well as in the appendices. All other non-verbal materials used in the body of the project work and appendices such as charts, graphs, maps, photographs and diagrams may be designated as figures. If a figure in Chapter 3, happens to be the fourth, then assign 3.4 to that figure. Identical rules apply for tables except that the word Figure is replaced by the word Table.

4. TYPING INSTRUCTIONS:

The impression on the typed copies should be black in colour.

Single spacing should be used for typing the general text. The general text shall be typed in the Font style „Times New Roman‟ and Font size 12.

5. SIZE OF PROJECT REPORT:

The size of project report should not exceed 40 pages of typed matter reckoned from the first page of Chapter 1 to the last page of the last chapter.

6. PAGE DIMENSIONS AND MARGIN:

The dimensions of the final bound copies of the project report should be 290mm x 205mm. Standard A4 size (297mm x 210mm) paper may be used for preparing the copies.

The final copies of the project report (at the time of submission) should have the following page margins :

Top edge : 30 to 35 mm
Bottom edge : 25 to 30 mm
Left side : 35 to 40 mm
Right side : 20 to 25 mm

The project report should be prepared on good quality white paper preferably not lower than 80 gsm/sq.m. Tables and figures should conform to the margin specifications. Large size figures should be photographically or otherwise reduced to the appropriate size before insertion.

Page Numbering, Headers, Footers - All pages numbers (whether it be in Roman or Arabic numbers) should be typed without punctuation on the lower right hand corner with the last digit in line with the right hand margin. The preliminary pages of the project report (such as Title page, Acknowledgement, Table of Contents etc.) should be numbered in lower case Roman numerals, on bottom centre. Pages of main text, starting with Chapter 1 should be consecutively numbered using Arabic numerals on the lower right hand corner.

Starting with Chapter 1, the text „Department of Information Technology‟ should be typed on the lower right hand corner with the first word in line with the left hand margin. Similarly, the title of the seminar should be typed on the upper right hand corner with the last word in line with the right hand margin.

* * * * *

TITLE OF PROJECT REPORT

<Font Size 18><1.5 line spacing>

A SEMINAR REPORT
<Font Size 14>
Submitted by
<Font Size 14><Italic>

NAME OF THE CANDIDATE(S)
<Font Size 16>

in partial fulfillment for the award of the degree

of

<Font Size 14><1.5 line spacing><Italic>

B.Tech.
<Font Size 16>
IN

<DEPARTMENT NAME>
<Font Size 14>

GOVERNMENT ENGINEERING COLLEGE IDUKKI
<Font Size 14>
MAHATMA GANDHI UNIVERSITY, KOTTAYAM.
<Font Size 14><1.5 line spacing>

MONTH & YEAR
<Font Size 14>

GOVERNMENT ENGINEERING COLLEGE, IDUKKI
<Font Style Times New Roman – size -18>

BONAFIDE CERTIFICATE
<Font Style Times New Roman – size -16>

<Font Style Times New Roman – size -14>

Certified that this seminar report **"……….TITLE OF THE PROJECT……………."**is the bonafide work of "**…………..NAME OF THE CANDIDATE(S)…………"** , submitted in partial fulfillment of the requirements for the award of the B.Tech Degree in INFORMATION TECHNOLOGY of the Mahatma Gandhi University.

<<Signature of the Head of the Department>>   <<Signature of the Supervisor>>

 <<Name>>   <<Name>>
 HEAD OF THE DEPARTMENT   **SEMINAR GUIDE**

                                                       <<Academic Designation>>

<<Department>>   <<Department>>

<<Full address of the Dept & College >>   <<Full address of the Dept & College >>

APPENDIX 3
(A typical specimen of table of contents)
<Font Style Times New Roman>

TABLE OF CONTENTS