

Final Project Report Guidelines

Project Report (a spiral bound hard copy) - It is required to be a report of the work, done by the team of students during the academic semester/year. The Report is to be submitted whether the project has been completed successfully or the work is going to be carried out by next semester/year students.

Basic format and requirements:

Paper: A4 Size only.

One side/Two Side Laser Printing: Entire Report Black or colour. (Title Page & Certificate Page must be in Colour Print).

Line Spacing: 1.5

Font: Times New Roman only

Font Size: (Text Should start from next line after Title)

MAIN TITLE: 18 BOLD UNDERLINES (optional) (Alignment: Left or center) (Title Case)

SUB TITLE: 14 BOLD UNDERLINES (optional) (Alignment: Left) (Title Case)

MATTER: 12 Normal (Alignment: Justify) (Title Case)

- ✓ Figures must be with outside border & in center of whole margin. All details in the Figures must be clearly readable.
- ✓ Write figure number at the bottom of figure, E.g. " Fig. 5(a)" :, followed by title of figure in title case.
- ✓ Throughout text figure must be cited as "Fig.5 (a)".
- ✓ Write table number at the top of table, E.g. "Table 1" : followed by title of table in title case.
- ✓ All paragraphs must start without 'tab'.
- ✓ Unified line spacing between paragraphs.
- ✓ Start new chapter from new page.
- ✓ No blank area at the end of each page except last page of chapter.
- ✓ Chapter heading must be identical for each new chapter as shown below.
- ✓ Title page and certificate format would be same as shown in sample report.

The Project report should have following components:

First Page	Title of the Project, Name and Enrolment Number of the Students, Guide Name, Academic year.
Next Pages	Certificate, Acknowledgement, Abstract, Index (Table of content), list of Figures, List of Tables.
Chapter :1	Introduction Problem summary Aim and Objectives Problem specification Introduction about the Project
Next Chapters	Plan of work & Materials and Tools Required Design and implementation strategy Implementation: Should covering actual implementation, Results, Reports, Snapshots, Testing and Verification. Challenges summary Conclusion References Any other Details

The project reports have to be submitted to departmental HOD of the College in spiral bound hard copy on the day of submission

Students need to submit following copies of their project report as follows:

1. Department/College Copy (in spiral Bound hard copy)
2. Student copy (soft copy)