

GUIDELINES

Following are the guidelines for the preparation of B.Tech Final Semester Report to be submitted to the Indus University for the award of the B.Tech (CSE) degree.

PAPER: Use A4 (210mm X 297mm) Royal Executive Bond Paper.

MARGINS: Margins for pages including the regular text should be as below:

Left : 1.25 Inches

Right : 1.0 Inches

Top : 1.0 Inch

Bottom: 1.0 Inch

CONTENTS: Following should be the order of contents for the report. This order should be strictly maintained.

- I. **Cover Page (Attached Here)**
- II. **First Page**
- III. **Candidate's Declaration**
- IV. **Company Certificate**
- V. **College Certificate**
- VI. **Acknowledgement**
- VII. **Table of Contents (Format given at the end)**
 - a. **Abstract**
 - b. **Company Profile (Max 1 page)**
 - c. **Tables**
 - i. **List of Figures ***
 - ii. **List of Tables ***
 - d. **Abbreviations ***
 - e. **Notations ***
 - f. **CHAPTERS**
 - g. **Appendices**
 - h. **References**
 - i. **Experience(Description attached herewith)**

FOLLOWING MUST BE STRICTLY FOLLOWED

<u>TOP-LEFT CORNER</u>	: contains the project_id (ex. IU/ITE/CE/2020/IDP-001, IU/ITE/CS/2020/IDP-001, IU/ITE/IT/2020/IDP-001, IU/ITE/CE/2020/IDP-001 UDP 001) of the student
<u>TOP-RIGHT CORNER</u>	: contains the chapter heading
<u>BOTTOM-LEFT CORNER</u>	: contains “Department of Computer Science and Engineering”.
<u>BOTTOM- RIGHT CORNER</u>	: contains the page number

NUMBERING

All pages in the report except the cover pages and dedication page must be numbered.

All the page numbers should be located at the BOTTOM RIGHT of the page.

The page numbering starting from the candidate's declaration up to the beginning of the chapters should be numbered in small roman letters, i.e. i, ii, ...

The page numbering starting from the beginning of Chapter 1 up to the end of the report, should be numbered in Arabic numerals, i.e. 1,2, 3,....

PREPARATION OF CHAPTERS

Color: All the text including Tables should be Black prints. However, Graphs and Figures can have color prints.

Font :

Chapter Headings : Times New Roman 16pts, bold print all capitals

Section Headings : Times New Roman 14 pts, bold print all capitals

Subsection Headings: Times New Roman 12 pts, bold print leading capitals (only first letter in each word should be capital

Regular Text : Times New Roman 12 pts, normal prints

Special Text : Times New Roman Italics 12 pts (for footnotes, symbols, quotes, Mathematical notations....)

SPACING/ALIGNMENT

Use 1.5 spacing between lines of regular text

Use double spacing between:

1. Paragraphs
2. Chapter title and section Heading
3. Section heading and paragraphs

Use double spacing between:

1. Table Title and Table
2. Figure Title and Figure

Use single spacing between text corresponding to bullets, listing and quotes in the main body of text.

All paragraphs in the report are to be **fully justified** from the first line to the last line and should start from left **without any hyphenation/indent**. Text corresponding to bullets, listings and quotes in the main body of text should be indented.

SECTION/SUBSECTION NUMBERING

Section numbering should be left justified using bold print with Arabic numerals and decimals.

Section numbering: <Chapter.Section number> <3 blanks> Section heading
Example : 1.1, 2.1

Subsection numbering: <Chapter.Subsectionnumber>
Example : 1.2.1

EQUATIONS/FORMULAS

Numbering for equation if necessary, should be done in the following format:
(Chapter number. Section number. Equation serial number)

Example:

$$Y = mx + b \quad (3.1.1)$$

FIGURES:

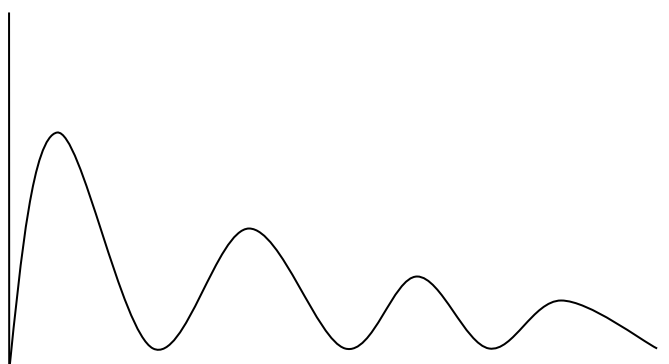
Figures should follow immediately after/on the immediate next page after they are referred to for the first time in the text. Figure headings should be given at the bottom of the figure. All the figures in landscape format must be placed in such a way that their top portions are to the left side of the page. However, numbering should be at the bottom of the report for landscape page (similar to the next page). All figures are to be central aligned on the page.

Format for Figure Heading:

Fig. <blank> Chapter number. Serial number <3 blanks> Figure title (center aligned, leading caps)

Example:

Fig 6.13 Typical Component Event



DIAGRAMS:

Diagrams larger than A4 size are not encouraged. If larger sizes are absolutely necessary, they should be folded to A4 size. Each drawing is to be numbered and referred to as Figures only. Diagram titles should be similar to figure titles.

TABLES:

Tables should follow immediately after/on the immediate next page after they are referred to for the first time in the text. Table heading should be given at the top of the table. All the tables in landscape format must be placed in such a way that their top portions are to the left side of the page. However, numbering should be at the bottom of the report for the landscape page. All tables are to be central aligned on the page.

Format for Table heading:

Table <blank> Chapter number. Serial number <3 blanks> Table Title (center aligned, leading caps)

Example:

Table 6.13 Comparison of methods

REFERENCES

All the references cited inside the text should be documented under the heading “**REFERENCES**”. All the references must be informative (It should give at least one paragraph description of the book/material referred).

Example:

Single Author:

Aloysius J. A. (1998) *Data Analysis for Management*, Prentice Hall of India Pvt. Ltd., New Delhi.

Note: Arrange references in alphabetical order and number them in that order.

EXPERIENCE :

Candidates should include the environment and support provided by the respective company, co-operation of the people. Please mention if the job has been offered.

BINDING :

The report should be spiral

COVER PAGE FORMAT (Attached herewith):

Title of Report, Student's Name, Institute address: 14 pts, Times New Roman, all capitals

Month/Year : 12 pts, Times New Roman, all capitals

All other matters : 12 pts, Times Roman / 12 pts. *Italics*

NUMBER OF COPIES :

The student/group must submit 2 copies to the college

Original Copies of the candidates must be HARD BOUND.

Other copies can be HARD / SPIRAL BOUND.

Ex. Assume that there are 3 students in a group.

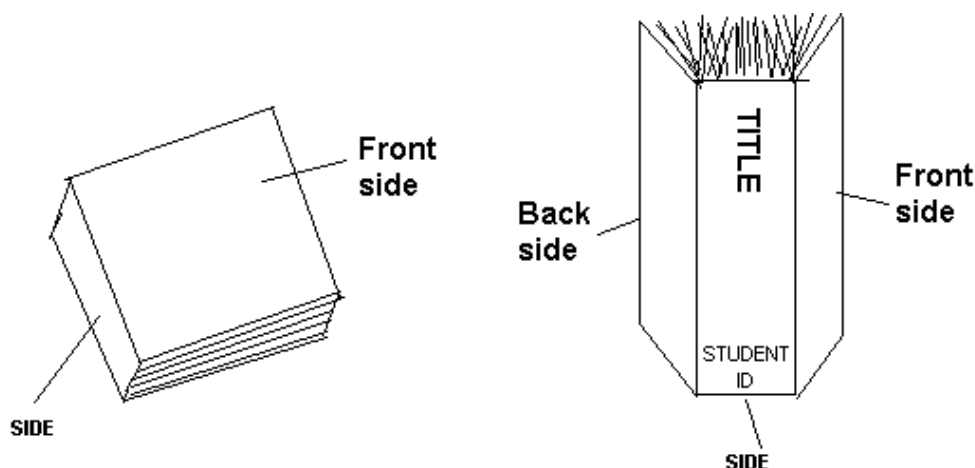
No. of copies will be : 5

One personal copy of each individual candidate (=3)

Two copies for the college.

SOME COMMON GUIDELINES

1. Table should work like a bridge between the two implementation step or provide comparison of alternatives available
2. All the diagrams must be complete and must follow all the rules(for example, ER Diagrams must show attributes of the entity and relationship between the entities)
3. No line should contain more than 8 words
4. Mention the algorithm that has been implemented and used at appropriate places.



FORMAT OF COVER PAGE