Standard Format for undergraduate NTCC reports

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| Sr.No | Item | Criteria |
| 1 | Font Size | Times new roman 12 pt and 10 pt for figure and tables |
| 2 | Margins | margin 3.5 cm on the left, 2.5 cm on the top, and 1.25 cm on the right and at bottom. |
| 3 | Line spacing | Vertical spacing 1.5 throughout. For figures and table captions it should be single spacing |
| 4 | Figure and table Numbering | Should be chapterwise . For e.g. if there are two figures in Chapter 2 then it should be 2.1 and 2.2 |
| 5 | Captions | The caption for Figure must be given at the BOTTOM of the Figure and Caption for the Table must be given at the TOP of the Table. |
| 6 | Chapter Number | Times New Roman , 18 pt bold |
| 7 | Chapter Name | Times New Roman ,Caps, 18 pt bold |
| 8 | Main Heading | Times New Roman 16 pt |
| 9 | Sub Heading | Times New Roman 14 pt |
| 10. | Reference/Bibliography | Specify whether it is Reference or Bibliography. Atleast 10 articles to be in the list.Follow the format on NTCC guidelines withe proper numbering |

Note: The sample format has BIBLIGRAPHY. Those not referring in the literature to give heading as BIBLIOGRAPHY