**Report Format**

* Project reports should be typed neatly only on one side of the paper with 1.5 or double line spacing on a A4 size bond paper (210 x 297 mm). The margins should be: Left – 1.25″, Right – 1″, Top and Bottom – 0.75″.
* The total number of reports to be prepared   
  One copy to the department

One copy for the candidate.

* An abstract (synopsis) not exceeding 100 words, indicating salient features of the work.
* The organization of the report should be as follows.
  + Cover page
  + Certificate
  + Ack
  + Abstract
  + Table of contents
  + List of figures
  + List of tables

Usually numbered in roman

* Chapters (to be numbered in Arabic) containing Introduction-, which usually specifies the scope of work and its importance and relation to previous work and the present developments, Main body of the report divided appropriately into chapters, sections and subsections.
* The chapters, sections and subsections may be numbered in the decimal form for e.g. Chapter 2, sections as 2.1, 2.2 etc., and subsections as 2.2.3, 2.5.1 etc.
* The chapter must be left justified (font size 16). Followed by the title of chapter centered (font size 18), section/subsection numbers along with their headings must be left justified with section number and its heading in font size 16 and subsection and its heading in font size 14. The body or the text of the report should have font size 12.
* The figures and tables must be numbered chapter wise for e.g.: Fig. 2.1 Block diagram of a serial binary adder, Table 3.1 Primitive flow table, etc.
* The last chapter should contain the summary of the work carried, contributions if any, their utility along with the scope for further work.
* Reference : The references should be numbered serially in the order of their occurrence in the text and their numbers should be indicated within square brackets for e.g. [3]. The section on references should list them in serial order in the following format.
  + For textbooks – A.V. Oppenheim and R.W. Schafer, Digital Signal Processing,Englewood, N.J., Prentice Hall, 3 Edition, 1975.  
    For papers – Devid, Insulation design to combat pollution problem, Proc of IEEE, PAS, Vol 71, Aug 1981, pp 1901-1907.
* Only SI units are to be used in the report. Important equations must be numbered in decimal form for e.g.  
  V = IZ ………. (3.2)  
  All equation numbers should be right justified.

The student shall prepare the report by including:

1. Define project ( Problem Definition)
2. Prepare requirements document

a. Statement of work

b. Functional requirements

c. Software / Hardware requirements

3. Design Part- ER Diagrams, Schema Diagram, Normalization achieved, Work flow or data flow diagram

4. Research, analysis and evaluation of existing learning materials on the application

5. User interface

6. Implementation

**Before taking the final printout, the approval of the concerned guide(s)/ lab teacher is mandatory and suggested corrections, if any, must be incorporated.**