**FORMAT FOR PROJECT REPORT**

1. **PROJECT REPORT**

Each group is required to write a comprehensive report about the project. The report should consist of description the topic selected. The report should be in the format as described below. It is important that you adhere to these guidelines.

* Font – Times new roman
* **Subheading** shall be typed in the Font style ‘Times New Roman’ and Font size 14

and bold.

* **Heading** shall be typed in the Font style ‘Times New Roman’ and Font size 16
* and bold.
* Font size for content - 12
* Margins - Left: 1.5 inch & Top, Bottom, Right: 1 inch
* Spacing - 1.5-line spacing
* Text Alignment: Justified
* Header should have project title and year (Top Right)
* Footer should have page number (Bottom Right)

**Content Sequence**

* Cover Page
* Certificate
* Acknowledgement
* Abstract
* Table of contents
* Content [As per Table of contents]

1. **PAGE DIMENSION AND SPIRAL SPECIFICATIONS:**

The dimension of the seminar report should be in A4 size. The project report should be spiral bound. Spiral bound copy should be submitted to the college. Preserve soft copy with you.

**3. PREPARATION FORMAT:**

**3.1 Home Page and Certificate** – A specimen copy of the Home page & Certificate of

the Seminar report is given in **1. Home Page** and **2. Certificate Final** in same folder**.**

**3.2 Acknowledgment**

**3.3 Abstract –** Abstract should be one-page synopsis, it should summarize the aims,

conclusions and implications of the topic of your seminar, typed with double line

spacing, Font Style Times New Roman and Font Size 14.

**3.4 Table of contents –** The table of contents should list all material following it as

well as any material, which precedes it. The page numbers of which are in lower

case Roman letters. 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 **3. Table of contents** in same folder**.**

**3.5 Chapters –** The chapters may be broadly divided into 3 parts

(i) Introductory chapter i.e. developing the main theme of the topic

(ii) Detailed Contents topic selected

(iii) Summary or Conclusions

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.

**3.6 List of References** –The listing of references should be typed 2 spaces below the heading “REFERENCES” in alphabetical order in single spacing left – justified.

Should be numbered consecutively (in square [] brackets, throughout the text and

should be collected together in the reference list at the end of your report. The

references should be numbered in the order they are used in the text. 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.