

FINAL YEAR PROJECT PROPOSAL FORMAT

PAPER SIZE AND LAYOUT

1. **Layout:** Single Side, A4 Size, Portrait.
2. **Font:** Times New Roman
3. **Font Size (For Main Body):** 12 pt
4. **Line Spacing:** 1.5
5. **Paragraph Spacing:** 12 pt
6. **Left Margin:** 1 inch
7. **Right Margin:** 1 inch
8. **Top Margin:** 1 inch
9. **Bottom Margin:** 1 inch
10. **General Alignment:** Justified
11. Follow following standard for headings:
 1. **Heading1 (16pt, Bold)**
 - 1.1**Heading2 (14pt, Bold)**
 - 1.1.1 **Heading3 (13pt, Bold)**
 - 1.1.1.1 **Heading4 (12pt, Bold)**

SEQUENCE OF PAGES

1. Cover Page
2. Acknowledgements
3. Abstract
4. Table of contents
5. List of Figures
6. List of Tables
7. List of Symbols, Acronyms and Abbreviations (if necessary)
8. Different chapters accordingly the nature of project
 - a. Introduction
 - i. Background and Statement of problems
 - ii. Objectives/Scope
 - iii. Applications
 - iv. Overview of proposal
 - b. Literature review
 - c. Methodology
 - d. Feasibility analysis
 - e. Conclusion
9. References
10. Appendices

Issued by:

Asst. Prof. Sachin Shrestha
Project Coordinator, nec, 2018.

GUIDELINES

1. Drawings and Circuits must be drawn by computer.
2. For main body of the project work Page Number
 - Must be in ARABIC LETTER (1, 2, 3)
 - Must be at bottom center of every page
3. For Abstract, Acknowledgement etc. the page numbering
 - Must be in Small case ROMAN LETTER (i, ii, iii)
 - Must be at bottom center of every page
4. The proposal should be
 - Laser Printed.
5. No direct copying from books or the internet. Plagiarism is strictly discouraged.
6. Copied text must be properly referred with reference numbers.
7. The Chapters and sub -sections should be numbered and properly separated.
8. All Diagrams should have a Figure Number at the bottom center. (According to Chapter Number and along with caption)
9. All Tables should have a table number at the top left of the table(According to Chapter Number and along with caption)

Note:

Two hardcopies of proposal along with the softcopy must be submitted to the Project Coordinator before the presentation by the specified deadline. Any confusion should be cleared by consulting with the Project Coordinators. Student could specify the name of the supervisor for their project in a separate paper along with the proposal. However, the authority of the final approval of the project supervisor will solely remain with the Project Coordinators.

Issued by:

Asst. Prof. Sachin Shrestha
Project Coordinator, nec, 2018.