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***FORMAT FOR THE J- COMPONENT PROJECT REPORT & GENERAL GUIDELINES***

1. The Text in all the chapters shall be in Times New Roman 12 Font, Regular, Justified with line spacing of 1.15.
2. The margins shall be as follows:

Top & Bottom: 0.8 inches; Left: 1 inch, Right: 0.5 inches

1. One extra line spacing should be left in between paragraphs.
2. All Chapter headings are to be centred in the Font Times New Roman 14 size Bold.
3. All headings of section shall be in Times New Roman 12 Bold
4. All sub-section headings shall be in Times New Roman , size, 12, Bold, Italic.
5. All minor sub-section headings shall be in Times New Roman , size, 12, Regular.
6. It is advised that the sections and sub- sections are to be limited to 2nd level

I.Zero Level - Chapter Headings

II.First Level - Main sections in each chapter : to be numbered as 1.1, 1.2, 2.1, 3.1 etc.

III.Second level - Sub- sections in each section : to be numbered as 1.1.1, 1.2.2, 2.1.3,

3.2.1 etc.

1. All the references / Bibliography are to be listed at the end, arranged in the chronological order and are to be numbered 1, 2, 3……....etc.

H. K. Edwards and V. Sridhar, "Analysis of software requirements engineering exercises in a global virtual team setup," *Journal of Global Information Management*, vol. 13, no. 2, p. 21-25, April 2015.

1. The reference no. should be given in square bracket in the report where ever they appear.
2. All the figures are to be numbered as Fig. 1.1, Fig. 2.3 etc indicating the chapter No. and the sl. No. of the figure in that chapter. The title of the figure should be at the bottom of the figure and should be numbered as shownbelow.

Fig. 1.1 Study Area Fig. 2.1 Definition Sketch Fig. 3.2 Experimental Setup etc…

1. All the figures are to be preferably placed at the end of each chapter. Alternatively they can be placed after the page where they are first referred. Uniformity should be maintained and under no circumstances these two alternatives indicated should be mixed.
2. All the tables are to be numbered as TABLE - 1.1, TABLE - 2.3 etc indicating the chapter No and the sl. No. of the table in that chapter. The title of the table should be at the top of the table.

TABLE 1.1 - XXXXXXXXXXXXXXXXXX

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1. The No. of chapters should be limited to 5 to the extent possible. The division of report in different chapters is to be arranged as suggested.

Chapter I – Introduction: Containing introduction to the area of study, its relevance to practical field and importance of the study proposed.

Chapter II – Brief background of the problem, Earlier works / studies on this type of problem and the lead points for taking the present work, Objectives of the proposed study,Identification and exact definition of the problem

Chapter III – Methodology adopted, data collection, Experiments / Analytical Computations and tools used

Chapter IV – Results, Interpretation of results, inferences from the results and analysis

Chapter V – Summary, Conclusions and scope for Further Study – The scope for future study should be specified here.