

Department of Computer Science & Engineering

Standard File Formatting Guidance MINOR Project

Standard Project File Formatting Guide with necessary page setup fields for a MINOR Project. This guide will help ensure that the project's presentation follows uniform standards, making it professionally acceptable and easily evaluable.

1. General Formatting Guidelines

- **Font Style:** Times New Roman
 - **Font Size:**
 - **Main Text:** 12 pt
 - **Headings:** 14 pt (for main sections), 12 pt (for subsections)
 - **Footnotes:** 10 pt
 - **Line Spacing:** 1.5 for the main content, single-spaced for footnotes, references, and bibliography.
 - **Page Margins:**
 - Top: 1 inch (2.54 cm)
 - Bottom: 1 inch (2.54 cm)
 - Left: 1.25 inch (3.17 cm)
 - Right: 1 inch (2.54 cm)
 - **Page Numbers:**
 - Position: Bottom-center of the page.
 - Font Size: 10 pt
 - Pages before the Table of Contents (e.g., Title Page, Acknowledgements, etc.) should have Roman numerals (i, ii, iii), starting with "i" for the title page.
 - Pages from the Introduction onward should use Arabic numerals (1, 2, 3...).
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2. Title Page Setup

- **Title:** The title should be centered, bold, and written in 16 pt font size.
- **Project Title:** Clearly indicate the title of the project.
- **Student Information:** Include the student's full name, roll number, department, and course name (e.g., Specialization ... in B. Tech.).
- **Supervisor's Name:** Include the supervisor's full name and designation.
- **Institution Details:** Name of the institution, department, and date of submission (centered at the bottom).

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Example Page:

MINOR PROJECT REPORT

(Times New Roman, Font size = 18)

Title of the Project

(Times New Roman, Italic, Font size = 20)

Submitted in partial fulfillment of the requirements

for the award of the degree of

(Times New Roman, Italic, Font size = 16)

Specialization CSE /Bachelor in Technology

(Times New Roman, Font size = 20)

Supervisor:

Submitted by:

Supervisor Name:

Student Name:

Designation:

Roll No:



SRM
UNIVERSITY
DELHI-NCR, SONEPAT

ACCREDITED A+ BY NAAC

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131029

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3. Acknowledgements

- The Acknowledgement page should be short and precise.
- Acknowledge people who have helped you in the project, including your supervisor, family, and friends.
- This section is centered and placed after the title page.
- Use a 12 pt font size and maintain a professional tone.

4. Abstract

- The abstract should summarize the objectives, methodology, and outcomes of the project in about **250-300 words**.
- Write in a concise and clear manner.
- Use the same font style (Times New Roman) and size (12 pt).
- This should be on a new page after the Acknowledgement.

5. Table of Contents

- Include a table of contents with automatic pagination.
- This section will list all the chapters and their respective page numbers.
- Include sections like: **Chapter 1: Introduction, Chapter 2: Literature Review, Chapter 3: Methodology, Chapter 4: System Design**, etc.
- Ensure proper indentation for subsections.

Example:

- | | |
|--------------------------------------|----|
| • Chapter 1: Introduction | 1 |
| • Chapter 2: Literature Review | 5 |
| • Chapter 3: Methodology | 10 |

6. List of Figures and Tables

- If your project includes figures (e.g., diagrams, charts, graphs), tables (e.g., data analysis, results), you should include separate lists for them after the Table of Contents.
- Figures and tables should be numbered and labeled properly.
- **Example:**
 - **List of Figures:**
 - Figure 1: System Architecture 10
 - Figure 2: Flowchart 15
 - **List of Tables:**
 - Table 1: Data Collection 20
 - Table 2: Testing Results 25

7. Chapter Layout

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Each chapter must follow a consistent layout, with proper heading and subheading styles.

Chapter 1: Introduction

- **Heading Level 1:** Chapter Title (e.g., Introduction) in bold, Times New Roman, 14 pt.
- **Subheading Level 1:** Section titles like "Problem Statement," "Objective," etc., in bold, Times New Roman, 12 pt.
- **Subheading Level 2:** Further sections like "Research Methodology," "Project Scope," etc., italicized or normal, Times New Roman, 12 pt.

Content Guidelines:

- **Introduction:** Provide an overview of the project, its importance, and a brief description of the problem.
- **Problem Statement:** Define the problem the project is addressing.
- **Objective:** List the main goals of the project.

Chapter 2: Literature Review

- Discuss previous work in the area of your project.
- Identify gaps in current research or methods that your project addresses.

Chapter 3: Methodology

- Detail the methods and tools used to carry out the project.
- Include software, hardware, algorithms, or techniques applied.
- Explain the rationale behind choosing these methodologies.

Chapter 4: System Design

- Provide the architecture, flowcharts, or data models of the system.
- Describe how each module interacts and fits into the larger system.

Chapter 5: Implementation

- Discuss the coding process, challenges faced, and key functions/modules implemented.
- Include relevant code snippets and explanations.

Chapter 6: Testing and Results

- Provide details about the testing process and results obtained.
- Include test cases, test logs, and screenshots of results.

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Chapter 7: Conclusion and Future Work

- Summarize the project findings.
- Mention any limitations and propose future work.

8. References

- Follow a citation style, such as IEEE, APA, or MLA (confirm the preferred style with your institution).
- Ensure every source cited in the report is listed in the reference section.
- Examples:
 - **IEEE Format:** [1] A. Author, "Title of the Paper," *Journal Name*, vol. 10, no. 2, pp. 100-110, 2021.
 - **APA Format:** Author, A. (2021). Title of the paper. *Journal Name*, 10(2), 100-110.

9. Appendices (if applicable)

- Include any supplementary material such as extra data, source code, or extended explanations that are too large or detailed for the main report.
- Label each appendix (Appendix A, Appendix B, etc.).
- Ensure all appendices are referenced in the main body of the project report.

10. Final Checks and Formatting

- Ensure consistent formatting for all sections.
- Verify all pages are numbered correctly.
- Ensure all figures, tables, and references are correctly placed and cited.
- Proofread for grammar, punctuation, and spelling errors.

This **Standard Project File Formatting** ensures that your project report is structured, professional, and easy to read. Adhering to these guidelines helps maintain academic integrity and clarity in presenting your work.

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Color coding for academic program such as BTech help to visually distinguish them from other projects. Here is a suggested **color code** scheme based on themes that resonate with the nature of the programs with hard binding for MINOR Project:

Suggested Color Code Scheme

1. B.Tech (Bachelor of Technology)

- **Color:** Blue
 - **Rationale:** Blue represents technology, innovation, and reliability—qualities associated with engineering disciplines.
 - **Shade Suggestions:** Royal Blue, Navy Blue.

Implementation Suggestions

- **Document Covers:** Use the color as a background or border on the cover page of reports.
- **Labels and Tags:** Apply the colors to project labels, file tags, or submission covers.
- **Presentation Themes:** Incorporate the color code into slide decks, banners, or graphical elements in presentations.

Here's a **professional and standardized format** for a Word file belonging to B.Tech. each, Projects. This format ensures clarity, structure, and alignment with academic standards.