

FORMAT OF SEMINAR REPORT

1. **Paper Size** : A- 4 size bond paper

2. **Margins** :

Top : 1" (1 inch=2.54cm)

Bottom : 1.15" (2.86cm)

Left : 1.5"

Right : 0.6"

3. **Line Spacing**: 1.5 line

4. **Title of Chapter**

Font : Times New Roman (Bold face)

Size : 18 point

Alignment : **Centre** Alignment

One **thick** line (2¼ point weight) after the name of chapter

5. **Headings**

First Order Heading: (for example – **1.INTRODUCTION**)

Font : Times New Roman (Bold Face)

Size : 16 point

One blank line before the heading (12 points)

Second Order Heading: (for example – **1.1. Evolution**)

Font : Times New Roman (Bold Face)

Size : 14 point

One blank line before the heading (12 points)

Third Order Heading: (for example – **1.1.1. Image Processing**)

Font : Times New Roman (Bold Face)

Size : 12 point

One blank line before the heading (12 points)

6. **Text**

Font : Times New Roman

Size : 12 point

Line Indent : First line of every paragraph should be indented By 1 cm. (Except first paragraph *)

*** No indent should be applied to first line of first paragraph under any Heading / Sub-Heading**

Alignment : Justified (Full Text)

7. Abstract (up to 200 words)

Heading (i.e. ABSTRACT)

Font : Times New Roman (**Bold Face**)

Size : 12 point

Two blank lines after the heading. (12 points)

Remaining Text

Font : Times New Roman (*Italic Face*)

Size : 12 point

Alignment : Justified (Full Text)

8. Figures and Tables : Centered Placed

Caption

Font : Garamond (**Bold**)

Size : 10 point

Alignment : Centered

Figure Caption must be below the figure and centered, Table caption must be above the table and centered.

9. Page Numbering (Centered)

Till page, “FIGURE INDEX” : Roman (I, II, etc.)

For Remaining Pages

(i.e. from ABSTRACT -to- BIBLIOGRAPHY) : 1, 2, N

10. References / Bibliography

Line Spacing : 1.5 Line

Font : Times New Roman

Size : 12 point

Publication details and/or URL must be in Italics.

Format:

[Citation number] Author's Name, "Article Title", Journal, Publisher, Location, Year, Edition/Reprint, PP Page *No Start-End*.

[Citation number] Author's Name, "Article Title", Complete URL of Web Page.

[Citation number] Author's Name, "Title of the Book", Publication, Edition, Year of Printing.

11. **Header:** Title- Information Security, Name

Font -Right hand - Times New Roman

Size - 12 point

No header should be applied to cover page, front page, index, abstract, bibliography.

Footer : Title-left hand- Seminar title Right hand-page no (only integer)

Font - Times New Roman

Size - 12 point

A
Seminar Report
on
SEMINAR TITLE
(All Caps)

By
Name of the student (with
enrollment no)



DEPARTMENT OF ELECTRONICS AND
TELECOMMUNICATION ENGINEERING

Government Polytechnic Pune,
Ganesh khind, Shivajinagar ,Pune-16

Academic Year 2020- 2021.

A Seminar Report on SEMINAR TITLE

**In partial fulfillment of requirements for the Diploma in
In
ELECTRONICS AND
TELECOMMUNICATION ENGINEERING**

**SUBMITTED BY:
Name of the student**

**Under the Guidance of
Prof. Name**



**DEPARTMENT OF ELECTRONICS AND
TELECOMMUNICATION ENGINEERING**

**Government Polytechnic Pune,
Ganesh khind, Shivajinagar ,Pune-16**

Academic Year 2020- 2021.

CERTIFICATE

Certified that seminar work entitled “.....**Title of the seminar**” is a bonafide work carried out in the fifth semester by “.....**Name of the Candidate ...**” in partial fulfilment for the award of Diploma in Electronics and Telecommunication Engineering from Government Polytechnic Pune,during the academic year 2020- 2021.

SIGNATURE and Name of Guide

**SIGNATURE and Name of Head
of the department**

ACKNOWLEDGEMENT

Acknowledgement should be prepared by their wordings showing their gratitude towards department.

INDEX PAGE

Page No.

Topic Page

ABSTRACT

1. TITLE OF CHAPTER ONE

1.1 HEADING

1.2 HEADING

2. TITLE OF CHAPTER TWO

2.1 HEADING

2.2 HEADING

⋮
⋮
⋮
⋮
⋮
⋮

N-1

N. CONCLUSION

BIBLIOGRAPHY

APPENDIX – (If any)

TABLE INDEX

Table	Page No.
1.1 Table 1 About	
1.2 Table 2 About	
2.1 Table 3 About	
2.2 Table 4 About	
⋮	
⋮	
⋮	
⋮	
N Table N About	

FIGURE INDEX

Figure			Page No.
1.	1.1	Figure 1	About
2.	1.2	Figure 2	About

BIBLIOGRAPHY

[1] Don Box, "Design of Compiler for Mobile Environment and it's formalization using Evolving Algebra ", *proceedings of 3rd IEEE International Conference on Mobile Data Management, Singapore, January 2002, PP 159-160.*

[2] "Author Guidelines", <http://computer.org/cspress/instruct.htm>

[3] William Stallings, "Cryptography and Network Security: Principles and Practices", Pearson Education, Third Edition

Note: Strictly follow the above format for bibliography.

Note :

1. Seminar Report must be **White colored Hard Bounded & Blue Colored letterin.**
2. One copy of the report should be submitted to the Seminar Co-ordinator (Departmental Library). Every student of may have his/her own additional copy.
3. Report must be written in your **own English language.**
4. Abstract should be not more than One Page.
5. Report must be submitted as per notice
6. Sequence of pages to be followed as:
 - i) Cover page
 - ii) First page
 - iii) Certificate
 - iv) Acknowledgement
 - v) Page Index
 - vi) Table Index
 - vii) Figure Index
 - viii) Abstract
 - ix) Theory
 - x) Conclusion
 - xi) Bibliography
 - xii) Appendices
7. Sequence of Theory may be as follows:
 1. Introduction
 - 1.1 Subtopics
 - 1.2
 2. Literature Survey
(Depending on the selected topic)
 3.
 - 3.1 3 to 4 Topics based on seminar titles as per equirement
 - 3.2

Conclusion

Bibliography