# General Instructions for Report Writing

All the VIII semester students of Computer Engineering are instructed to note the following:

1. The Major Project Report should be typed in the following style -

1. All text will be written using **Times New Roman** as Font Type.
2. **Font size 12**
3. **Line Spacing 1.5**
4. Give **1” margin on top**, **bottom and right side of the page & 1.5” on the left side**.
5. **Chapter heading** : font type: **Times New Roman** , font size: **14 bold,** **uppercase**
6. **Title, sub title : 12 Times New Roman bold**
7. The **project report should have a minimum of 40 no**. of pages. Use **A-4Size** Pages.
8. **01 Nos** of **draft copy** (**spiral bound)** must be submitted during Internal Presentation.
9. The **final copy** will be **hard bound** with **BLUE** **color Background** and **Golden colored Texts.**
10. The **Hard Bound Final Copy** will be submitted during the **External Presentation**.
11. During the **External Presentation** **N+3 Nos** of **Project Report** must be submitted to the Panel of Examiners. ***Eg If a project group has 2 members, total Nos of final report will be 2+3=5.***

2. The Project Report should include the following in exactly the same order:

1. **Cover Page** – Refer Annexure 1
2. **Title Page**: Same as above but placed as the first page after opening the report
3. **Certificates** - Refer Annexure 2 for all the below mentioned certificates.
   1. Project Completion Certificate
   2. Report Review Certificate
   3. Project Acceptance Certificate
4. **Declaration** – Refer Annexure 3
5. **Acknowledgement** – Refer Annexure 4
6. **Document Control Sheet** – Refer Annexure 5
7. **List of Content** - Refer Annexure 6
8. **List of figures** - Figures must be numbered and suitable caption must be given
9. **List of Table** - Tables must be numbered and suitable caption must be given

**INSTRUCTION ON SCORE CARD: Pl find a PDF document (SCORE CARD\_2016.PDF). This is to be handed over to your Project Guide of the organization. Request your guide to evaluate you based on your performance. He then should seal it in an envelop and hand it over to you. You shall submit the same to the department during your reporting at SMIT**