KAKATIYA INSTITUTE OF TECHNOLOGY & SCIENCE, WARANGAL – 15

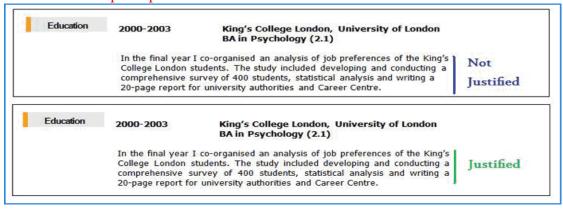*(An Autonomous Institute under Kakatiya University, Warangal)*

Mini-Project/2019-20   Date: 02.05.2020

Guidelines for writing of mini project report for B.Tech., 6th-Semister.

➢ **Following are the guidelines for text in the report**

1. The report should preferably print on A4 size sheet on one side of paper.
2. Margins of A4 sheet of report: Left 1.5", top 1.5", right 1" and bottom 1".
3. The chapters will be designated numbered like chapter 1, chapter 2 etc.
4. The sections of a chapter will be numbered using decimal type notations e.g., 1.2 refers to the second section of chapter 1. Similarly, the sub-sections will be numbered as 1.2.1.
5. Decimal type notations will be used for numbering the **figures**/photos, charts, **tables** and drawings in a chapter. Equations may also preferably be numbered in decimal type notation within the brackets. **Figure 1.2** refers to the second figure in chapter 1 and Figure 2.1 refers to the first figure in chapter 2. Similarly, Table 1.2, chart 1.3 etc.
6. The font name / font family should be "Times New Roman"
7. The Chapter headings should be of font-size 14 with bold
8. Sub section heading of chapter should be of font 12 with bold
9. Normal text font size should be of 12 with spacing of 1.5.
10. Alignment of text in paragraph should be justified. To make a paragraph as justified, select the required paragraph and press **Ctrl+J (Justify).**
      ✓ Even though this point is covered many students will not follow, so an example is provided here.

➢ **Following are the instructions to be followed by each student of CSE- 6th Sem., to submit the report and presenting their Mini-Project.**

1) Templates of Mini Project Report (MRP) is attached for better understanding of report writing.
2) The project report should be named as rollnumber_MRP_2020-21.
   Example: **B17CS001_MRP_2020-21**.
3) The project report should be submitted to the counsellor on or before **12.05.2020**.
4) Counsellor will approve the report and send to the mini project coordinator on or before **16.05.2020**.
5) Counsellor can reject the report if it is not followed as per the guidelines of report writing.
6) The student should be ready with project execution (final execution with 100% code) and Power Point Presentation (PPT) on or before **18.05.2020**.
7) Number of slides in PPT should not exceed 10 and guidelines for preparing the PPT is attached.
8) The duration of online presentation using Team Viewer software is 10min.

(Coordinator-Mini projects)   Head, CSE
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I.Sai Rama Krishna.
Md .Sharfuddin Waseem