

General Guidelines

- Discuss with your **guide** and finalize the Report content
- Draft version of Report should be shown to your **Guide** and take **his permission** before taking final print.
- Final report (hard copy) should be duly **signed** by **Guide** and **HOD**.

Guidelines to prepare CG Mini Project Report

Report should have **Minimum of 15 pages**.

The prologue (everything before the First Chapter begins.) should contain:

- **The cover page** with necessary details about the report.
- **Certificates** are mandatory.
- **Abstract**
- **Index**

Reports are divided into Chapters, which in turn into sections, subsections etc. Chapters have to be numbered 1, 2, Sections will be numbered 1.1, 1.2 Subsections will be 1.1.1, 1.1.2

A chapter can contain any number of figures/tables/equations etc. Suppose you have some figures in chapter 2, then first figure in that chapter will be numbered as **Figure-2.1**, second figure in that chapter will be numbered as **Figure-2.2**, and so on. Follow the same for tables/equations, as Table-2.1/Equation-2.1.

The "Chapter N" text should be **left justified**. The "Chapter Title" should be **centered**. And they have to be of following sizes:

- *Chapter number text*: 14pt & BOLD
- *Chapter title*: 16pt & BOLD
- *Section title*: 14pt & BOLD
- *Subsection title*: 12pt & BOLD
- *Report text*: 12pt

Fonts should be "**Times New Roman**", align as "**Justify**" and text must have **1.15 lines spacing**.

Guidelines for Printing Report

- Take **color print** for "**cover page and certificate**" in **one side** (not back to back)
- **Abstract, Index, Conclusion and Reference** page should be printed in **one side** (not back to back)
- Remaining all pages **can** be printed in both sides (back to back)

Note: Number of Reports required: **2 copies** (Dept. copy + Student copy).