GUIDELINES FOR PREPARATION OF PROJECTS AND
SEMINAR REPORTS FOR B.TECH

_Facing page:_ The title of the project, list of students with roll numbers, name of guide, department, month and year of submission along with the Institute address and emblem will be included on the first cover. This may be made in special quality paper like plastic coated paper.

_Inner cover:_ Contents can be same as that of the front cover, but on ordinary A4 size paper.

The report may contain three main parts. These include the preliminary part, body of the report, and reference and appendices (if any) as the concluding or final part. The order of these items is as given below.

PRELIMINARY PART

Certificate from staff member in-Charge
Acknowledgements, if any
Abstract
Contents
List of abbreviations, if any
List of figures, if any
List of tables, if any

BODY OF THE PROJECT REPORT

Chapter I INTRODUCTION
Motivation and Overview
Literature Survey, if any

Chapter II MATERIALS AND METHODOLOGY
Algorithms, if any
Program development, if any

Chapter N-1 RESULTS AND DISCUSSIONS

Chapter N: CONCLUSIONS AND SUGGESTIONS FOR FURTHER WORK

CONCLUDING PART

References

Appendix or Appendices
Abstract
It should be a concise description of the problem(s) addressed and your method of solving it/them, your results and conclusions. An abstract must be self-contained. The number of words may be limited not exceeding three-quarter of a page of spacing 1.5 and font type Times New Roman with size 12.

Contents
The contents should list the chapter headings, sections and subsections of the different chapters along with page numbers of each. It should be possible to get a complete picture of the project report by looking at the contents.

List of abbreviations
List the full form of the abbreviations used

List of figures
List the number and captions of the figures with page numbers

List of tables
List the number and titles of the tables with page numbers

Page numbering
The preliminary parts are numbered in roman numerals (i, ii, etc). The first page of the first Chapter (Introduction) onwards will be numbered in Arabic numerals 1 2 3 etc.

Numbering sections, subsections, equations, figures etc
It is common practice to use decimal numbering in the report. If the chapter number is 2, the section numbers will be 2.1, 2.2, 2.3 etc. The subsections in section 2.2 will be numbered as 2.2.1, 2.2.2 etc. Unless essential, it is not necessary to use numbers to lower levels than three stages. Headings of paragraphs below the subsections may be bold faced and in sentence case.
Similarly, it is useful and convenient to number the figures also chapter-wise. The figures in chapter 4 will be numbered Fig.4.1, Fig 4.2 etc. This helps you in assembling the figures and putting it in proper order. Similarly, the tables also numbered as Table 4.1 Table 4.2 etc. Usually the figure captions are written below the figure and table captions on top of the table. All figures should have proper description by legends, title of the axes and any other information to make the figures self-explanatory. Figures in colour are not essential, but if it is essential, can be given.
The same numbering scheme can be used for equations also. Only thing to be remembered is that references to the figures are made like Fig 4.2 and equations as Eqn (5.8) and tables as Table 3.8. If there are some appendices, these can be numbered as A1, A2, A3 etc. The equations in these appendices can be numbered as (A1.1), (A2.3) etc.
All figures and tables must be in place in the text near, but not before, where they are first mentioned.
References can be numbered as 1, 2, 3 etc in the order in which they are referred to in the body of the report. A typical reference in the body of the report will appear as “as stated in [3] or in [3 ] – [5]” etc.
References to **journal papers** should contain the **name of the author(s), title of the paper, name of the journal, volume number, issue number, particular pages (pp) and year of publication.**

Example:

Similarly **conference papers** should mention the **name of author(s), title of the paper, name of the conference, place in which the conference was held and date, month and year of the conference along with the page numbers of the paper in the proceedings of the conference.**

Example:

References to **books** should contain **name of the author, title of the book, name of the publisher, edition number, and year of publication.** If possible ISBN Number also can be quoted.

Example

Reference to **web sites** can be given as follows:

Example

**Appendices**

If there is material that if included in the body of the report would break up the flow of reading or bore the reader unbearably, it is better to include it as an appendix. Some items which are typically included in appendices are: major derivations or theoretical developments, important and original computer programs, data files that are too large to be represented simply in the results chapters, pictures or diagrams of results which are not important enough to keep in the main text etc.

**General Notes:**

- Single column format and print only on one side.
- Use 1.5 spacing for the continuous text.
- Minimum margin:- Binding side –30 mm and 24mm on all other sides
- Full justification of all texts
- Ensure that each new paragraph is clearly indicated.
- Ensure that each new section head is separated by a double space.
- Use 12 pt font Times New Roman for the continuous text (except headings) in MS Word
- Chapter/section headings shall be as per the fonts shown in the sample report structure
- All chapters to be started on a fresh page
Follow internationally accepted symbols, rules and conventions
- Use the Int. system of units (SI). If other quantities are mentioned, give their eqvnt. in SI units

Suggested Font sizes and margins

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