

## **Instructions for IV B.E students doing project work**

**Following instructions are to be strictly followed while preparing project report failing which the report is likely to be rejected.**

**Do's: -**

**Number of copies of report = Number of students in the group + 2**

**At the time of external viva bring one copy of report in strip file and 4 copies of Page No 2 of project report , after external and internal examiner signatures on one copy of report and 4 copies of Page no 2 if project report is said correct by guide then go for hard binding of all copies of report. After hard binding only HOD and Director will sign your report.**

**Don't forget to take the sign of External Examiner, Project Guide, HOD, sign or seal of Director in all copies.**

**All printouts must be taken on JK Bond paper and pages containing figures/diagrams/snapshots must be taken with color printouts**

**Project Guide signs at two places in every report.**

**The library copy has to be submitted to Mr. Kamal Sonone in LAB B-203 or to Ms. Snighda Kala in lab B-106 after completing all the signatures and hard binding . Students not submitting the library copy will have to face problems during NO DUES.**

**1. When you will start writing your chapters strictly follow the below points for chapter contents:-**

**[FONT TYPE: Times New Roman]**

**Main heading size=14, sub heading size=13, All text size=12**

**Alignment should be justified for all text.**

**Line Spacing - 1.5 between running text.  
2 between two paragraphs.  
2 between title and text.**

**In all pages leave left margin more than right margin otherwise there will be problem in binding.**

## **2. Page numbering:-**

- **Page number should be there on bottom of each page centrally aligned.**
- **The first page of the chapter should include Chapter number and Chapter Name centrally aligned and it should not be underlined.**
- **A Chapter should start with new page.**
- **Utilize the full page space with text or figures i.e. don't leave half or more than half page empty in a chapter.**

## **3. The User manual section should be included in the appendix.**

## **4. All figures and tables should be named and numbered.**

Tables and figures should be numbered and captioned. Each table or figure should be numbered using a two-level scheme, (chapter no).(table no) or (chapter no).(figure no). This number (e.g. Table 4.8, or Fig. 3.7) should be used whenever the table/ figure are referred in the text. Each table/ figure should have a title an identical entry should exist in List of Tables or List of Figures respectively. Title of a table is given at the top of the table following its number. Title of a figure is given at the bottom of the figure following its number. Figures and tables should appear as close as possible to their first occurrence/mention in the running text of the chapter these belong to; these must appear after the first mention and not before. Photocopied tables should not be included. Photocopied figures

should be avoided as far as possible and if included they should be large enough and clear. If taken from any reference, the reference should be cited within the text as well as at the caption of the figure or table.

- 5. Spacing should be uniform between paragraphs throughout report. Paragraphs should be justified. Utilize each page fully.**
- 6. Index should be prepared with appropriate numbering.**
- 7. For all diagrams standard conventions should be used  
For conventions Rational Rose Modules may be referred**
- 8. Name of the guide and their post can be seen from their name plate outside the cabin. Write it correctly in your report.**

**Don'ts:-**

- 1) Don't include source code with the project report. Using University logo is not allowed.**
- 2) Don't assign a chapter no. to bibliography and appendix.**
- 3) Don't write any abbreviations anywhere write the full form.**
- 4) No page border and shading on any page of report.**
- 5) Don't put section / subsection as last line of the page.**
- 6) Don't finish any chapter in just two pages.**