

Format of Technical Seminar & Project Report

1. Paper Size: A-4 Size bond paper

2. Margins: **Top:** 1” inch
 Bottom: 1” inch
 Left: 1.25” inch
 Right: 1”

3. Line Spacing: 1.5 lines

4. Title of Chapter: **Font:** Times New Roman (Bold face)
 Size: 16 point
 Alignment: Left Alignment

5. Headings:

First Order Heading: (for example – **1. Introduction**)
 Font: Times New Roman (Bold Face)
 Size: 16 point

Second Order Heading: (for example – **1.1. Evolution**)
 Font: Times New Roman (Bold Face)
 Size: 14 point

Third Order Heading: (for example – **1.1.1. Image Processing**)
 Font: Times New Roman (Bold Face)
 Size: 12 point

6. Text:

Font: Times New Roman
 Size: 12 point
 Alignment: Justified (Full Text)

7. Abstract (up to 200 words):

Heading (i.e. Abstract)
Alignment: Centered
Font: Times New Roman (**Bold Face**)
Size: 14 point

Remaining Text
Font: Times New Roman
Size: 12 point
Alignment: Justified (Full Text)

8. Figures and Tables: Centered Placed

Caption

Font: Times New Roman

(Bold) Size: 10 point

Alignment: Centered

Figure Caption must be below the figure and centred, Table caption must be above the table and centred.

9. References:

Line Spacing: 1.5 Line

Font: Times New Roman

Size: 12 point

Publication details and/or URL must be in Italics. Format: [Citation number] Author's Name, "Article Title", Journal, Publisher, Location, Year, Edition/Reprint, PP Page *No Start-End*.

[Citation number] Author's Name, "Article Title", Complete URL of Web Page.

[Citation number] Author's Name, "Title of the Book", Publication, Edition, Year of Printing.

Some important instructions:

1. Length of seminar report should be 22to 25 pages. (Excluding Index Page, Cover Page, Certificate etc.)
2. Mention the source of figure if it is taken from other source.
3. All the tables should be self-generated & in black & white mode only.
4. Everyone should prepare 3 Copies of the report. Out of which 1 copy should submit to Guide & 1 copy to seminar Co-Ordinator.
5. Report must be written in your **own English language**.
6. Abstract should be not more than One Page.
7. Report must be submitted as per notice
8. **Sequence of pages** to be followed as:

i) Cover Page

ii) Title page

iii) Certificate

iv) Acknowledgement

v) Abstract

vi) Table of Contents

vii) List of Figures

viii) List of Tables

ix) Text of report Chapters (Main material)

x) References

xi) Appendices