

REPORT FORMAT FOR PREPARATION OF SEMINAR REPORT/ PROJECT REPORT

1. ARRANGEMENT OF CONTENTS:

The sequence in which the seminar report material should be arranged and bound should be as follows:

1. Cover Page & Title Page
2. Certificate
3. Acknowledgements
4. Abstract
5. Table of Contents
6. List of Tables – *if any*
7. List of Figures – *if any*
8. Chapters
9. Appendix- *if any(programs, data sheets, derivations, etc)*
10. References

The table and figures shall be introduced in the appropriate places.

2. PAGE DIMENSION AND BINDING SPECIFICATIONS:

The dimension of the seminar report should be in A4 size.

3. PREPARATION FORMAT:

- 3.1 Abstract** – Abstract should be one page synopsis of the seminar report typed 1.5 line spacing, Font Style Times New Roman and Font Size 12.
- 3.2 Table of Contents** – A specimen copy of the Table of Contents of the seminar report is given in **Appendix**
- 3.3 List of Tables & List of Figures** – The list should use exactly the same captions as they appear above the tables in the text. One and a half spacing should be adopted for typing the matter under this head.
- 3.4 Chapters** – The chapters may be broadly divided into 4/5 parts 1) Introduction with Open Research Issues 2) Overviews of Selected issues with Literature Reviews 3) Proposed Work (for project work) 4) Tools/Platform/Experimental Setup/Hardware Requirements with Results & Discussions 5) Summary/Conclusions 6) References

- ❖ Each chapter should be given an appropriate title.
- ❖ Tables and figures in a chapter should be placed in the immediate vicinity of the reference where they are cited.

3.5 List of References –The listing of references should be typed 4 spaces below the heading “REFERENCES” in alphabetical order in single spacing left – justified. The reference material should be listed in the alphabetical order of the first author. The name of the author/authors should be immediately followed by the year and other details. The orders of references in the **List of References** are either in the order of the of year of publications OR in the order of references cited in the text. References for journals, conferences and books are provided

A typical illustrative list given below relates to the citation example quoted below. Which are different for **Journals, Conferences proceedings and Books**

REFERENCES

- [1] S. Zhang, C. Zhu, J. K. O. Sin, and P. K. T. Mok, “A Novel Ultrathin Elevated Channel Low-temperature poly-Si TFT,” *IEEE Electron Device Lett.*, vol. 20, pp. 569–571, Nov. 1999.
- [2] S. P. Bingulac, “On the Compatibility of Adaptive Controllers”, *Proc. 4th International National Conf. Circuits and Systems Theory*, New York, 1994, pp. 8–16.
- [3] Rajiv Ramaswami and Kumar N. Sivarajan, “Optical Networks: A Practical Perspective”, Morgan Kaufmann Publishers, 2nd Edition, 2002.

4. TYPING INSTRUCTIONS:

One and a half spacing should be used for typing the general text. The general text shall be typed in the Font style ‘Times New Roman’ and Font size 12.

* * * * *

Suggested Font Sizes:

Details	Font Type	Font size	Spacing
<i>Chapter headings with chapter number on top</i>	Times New Roman	14pt bold capitals	Centered
<i>Section headings</i>	Times New Roman	12pt bold capitals	Left adjusted
<i>Subsection headings</i>	Times New Roman	12pt. sentence case	Left adjusted
<i>Paragraph headings</i>	Times New Roman	12pt. bold sentence case	Left adjusted
<i>Body of seminar report</i>	Times New Roman	12 pt	Adjusted on both left and right(Justified) and with 1.5 spacing for text and double spacing for equations
<i>Margins</i>	Left Margin	1.5 inch	To accommodate binding area
	Right Margin	1.25 inch	
	Top	2.0inch	On pages in which chapter begins
		1.0 inch	Other pages
	Bottom	1.25 inch	

Example for Table and Figure in the chapters of the main text

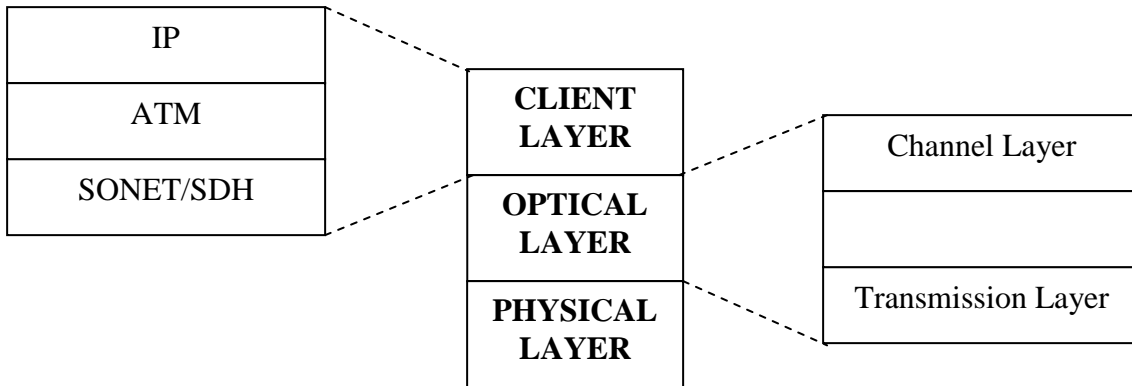


Figure 1.4: A Layered view of Wavelength-Routed WDM Network (figure caption must be at the bottom of the figure)

Table 3.2: Demand matrix for the example network (Table caption must be at the top of the table)

Nodes ↓ →	1	2	3	4	5
1	-	0	0	0	0
2	0	-	0	0	0
3	0	0	-	0	4
4	0	0	0	-	0
5	0	5	0	0	-

(A typical specimen of table of contents)

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EXAMPLE

< **Topic Name (22)** >

A Project Report (16)

Seminar/Project Report submitted in partial fulfillment of the requirements for the
award of the degree of B.Tech. in Xyz Engineering under
Biju Pattnaik University of Technology

by

<**Name**>

< Regd. No.: xxxxxxxxxxx >

Under the Guidance of

< **Name of the Guide (16)** >

(Designation, Dept. of Xyz Engineering)



DEPARTMENT OF XYZ ENGINEERING
DRIEMS, CUTTACK, ODISHA
Month- Year

CERTIFICATE

This is to certify that the Project / Seminar entitled < Topic Name > presented by < -----Name----- > bearing **Registration No.**< xxxxxxxxxxxx > of **XYZ Engineering in DRIEMS** has been completed successfully.

This is in partial fulfillment of the requirements of Bachelor Degree in XYZ Engineering under Biju Pattnaik University of Technology, Rourkela, Odisha.

I wish her/ him success in all future endeavors.

Prof. Abc Def
(Asst./Asso./Prof., Department of XYZ Engineering)

Acknowledgements

I would like to express my deep and sincere gratitude to my guide(s), Prof., of
Xyz Engineering for his/her/their unflagging support and continuous encouragement throughout
the seminar/project work. Without his/her/their guidance and persistent help this report would
not have been possible.

I must acknowledge the faculties and staffs of Xyz Engineering
.....
.....

It's my great pleasure to acknowledge my colleagues for providing I am
especially grateful to

< Name >
Department of Xyz Engineering
Regd.No.-xxxxxxxx

Abstract

Theme of the Project in two paragraphs (introduction and contribution). For seminar report it should be in one paragraph. Paragraph should contain 200 to 300 words.

Signature of the Student (S)

Name :

Regn. No :

Semester :

Branch :

Section :

Date :