

Guidelines for Preparation 15 day report of PBI

The report will cover the followings.

1. Introduction

The title of **Section 1** shall be **Introduction**. The introduction shall justify and highlight the problem poser and define the topic and the aim and scope of the work presented in the report.

2. Report on the Present Investigation/progress during the period of 15days

The reporting on the investigation/progress during the period of 15days shall be the presented in this section with appropriate titles.

3. Results and Discussions

This shall form the penultimate section of the report and shall include a thorough evaluation of the investigation carried out and bring out the contributions from the study in the mention period only.

5 Conclusions

This will be the final section of the report and that will give the concluding remark and outlines of work in next 15 days period.

6. PROJECT FORMAT

6.1 Paper Quality

The report shall be printed or xeroxed on white bond paper, whiteness 95% or above, weight 70 gram or more per square meter.

6.2 Size

The size of the paper shall be standard A 4; height 297 mm, width 210 mm.

6.3 Type-Setting, Text Processing and Printing

The text shall be printed employing Laserjet or Inkjet printer, the text having been processed using a standard text processor. The standard font shall be Times New Roman of 12 pts with 1.5 line spacing.

6.4 Page Format

The printed sheets shall have the following writing area and margins:

| | |
|-----------------|-------|
| Top margin | 15 mm |
| Head height | 3 mm |
| Head separation | 12 mm |

| | |
|-----------------|--------|
| Bottom margin | 22 mm |
| Footer | 3 mm |
| Foot separation | 10 mm |
| Text height | 245 mm |
| Text width | 160 mm |

When header is not used the *top margin shall be 30 mm.*

6.5 Left and Right margins

The candidates shall have the options of single sided printing only.

| | |
|--------------|-------|
| Left margin | 30 mm |
| Right margin | 20 mm |

6.6 Pagination

Page numbering in the text of the report shall be Hindu-Arabic numerals at the center of the footer. But when the candidate opts for header style the page number shall appear at the right and left top corner for the odd and even number pages, respectively.

7. Front Covers

The front cover shall contain the following details :

- Full title of project in 6 mm 22 point's size font properly centered and positioned at the top.
- Full name of the candidate and roll no in 4.5 mm 15 point's size font properly centered at the middle of the page.
- A 40 mm dia replica of the Institute emblem followed by the name of the Department, name of the Institute and the year of submission, each in a separate line and properly centered and located at the bottom of the page.

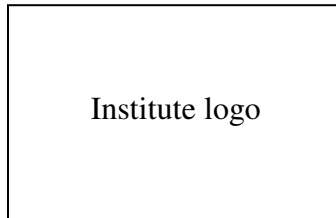
Title of Project

by

Name of the Candidate

(Roll No. _____)

Supervisor (s) :



Name of the discipline and Group

**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, DESIGN AND
MANUFACTURING JABALPUR**

(Period of work)