

# **Guidelines for Preparation Interim report of PBI**

The report will cover the followings. It should be of maximum 4 pages.

## **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 up to the interim review**

The reporting on the investigation/progress up to the interim review shall be the presented in this section with appropriate titles. For Interim I, it will be the progress from day 1 of the PBI upto the date of Interim review I. For Interim II, it will be the progress after midterm and it is upto the date of interim review II.

## **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 during this 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*

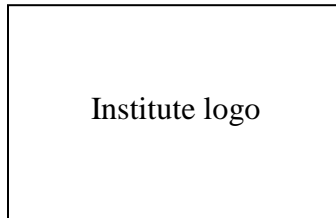
**Name of the Candidate**

**(Roll No. \_\_\_\_\_)**

**Supervisor (s) :**

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**Name of the discipline and Group**

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

**(Period of work)**