

Guidelines for Preparation of Mid-term and End Term PBI Report

The format for Mid-term and End Term PBI is as given below.

1. ORGANISATION OF THE PBI Report

This report shall be presented in a number of *chapters*, *starting* with Introduction and ending with **Summary and Conclusions**. Each of the other chapters will have precise title reflecting the contents of the chapter. A chapter can be subdivided into *sections*, *sub-sections* and *sub-sub-section* so as to present the content discretely and with due emphasis.

1.1 Introduction

The title of **Chapter 1** shall be **Introduction**. It comprises of three subsections: introduction, literature survey and internship plan. 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.

The plan of internship that highlight the significant contributions from the investigation and the layout of the work giving a brief chapter –wise description of the work shall be highlighted in this section. .

1.2 Report on the Present Investigation

The reporting on the investigation shall be the presented in one or more chapters (**Chapter 2 onwards**) with appropriate chapter titles. Due importance shall be given to experimental setups, procedures adopted and techniques developed, methodologies developed and adopted.

1.3 Results and Discussions

This shall form the penultimate chapter of the report and shall include a thorough evaluation of the investigation carried out and bring out the contributions from the study. The discussion shall logically lead to inferences and conclusions as well as scope for possible further future work.

1.4 Summary and Conclusions

This will be the final chapter of the report. A brief description of the work carried out shall form the first part of the Chapter. Conclusions derived from the logical analysis presented in the Results and Discussions Chapter shall be presented and clearly

enumerated, each point stated separately. Scope for future work should be stated lucidly in the last part of the Chapter.

1.5 Appendix

Detailed information, lengthy derivations, raw experimental observations etc. are to be presented in the separate appendices, which shall be numbered in Roman Capitals (e.g. “Appendix IV”).

1.6 Literature Cited

This should follow the Appendices, if any, otherwise the Summary and Conclusions chapter. The candidates shall follow the style of citation and style of listing in IEEE journals in the subject area consistently throughout his/her report.

1.7 Publications by the Candidate

Articles, technical notes etc. on the topic of the project published by the candidate may be separately listed after the literature cited. This may also be included in the Contents. The candidates may also include reprints of his/ her publications after the literature citation.

1.9 Acknowledgements

The acknowledgements by the candidate shall be given in the beginning of the report, signed by him/her, with date.

2. Report FORMAT

2.1 Paper

2.1.1 Quality

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

2.1.2 Size

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

2.1.3 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.

2.1.4 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.*

2.1.5 Left and Right margins

The candidates shall have the options of single or double-sided printing.

- Single sided/ Odd number page (in double sided printing)

Left margin 30 mm

Right margin 20 mm

- Double sided – even numbered page

Left margin 20 mm

Right margin 30 mm

2.1.6 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.

Page number "1" for the first page of the Introduction chapter shall not appear in print, only the second page will bear the number "2".

The subsequent chapters shall begin on a fresh page (fresh odd number page in case of double sided printing). When header style is chosen the first page of each chapter will not have the header and the page number shall be printed at the center of the footer.

Pagination for pages before the Introduction chapter shall be in lower case Roman numerals, e.g., "iv".

2.1.7 Header

When the header style is chosen, the header can have the Chapter number and Section number (e.g., Chapter 2, Section 3) on even number pages headers and Chapter title or Section title on the odd number page header.

2.1.8 Paragraph format

Vertical space between paragraphs shall be about 2.5 line spacing. The first line of each paragraph except first paragraph of each section/subsection/sub subsection should be indented by five characters or 12 mm.

2.1.9 Table / Figure Format

As far as possible tables and figures should be presented in portrait style. Small size table and figures (less than half of writing area of a page) should be incorporated within the text, while larger ones may be presented in separate pages. Table and figures shall be numbered chapter –wise. For example, the fourth figure in Chapter 5 will bear the number

Figure 5.4 or *Fig.5.4*

Table number and title will be placed above the table while the figure number and caption will be located below the figure. Reference for Table and Figures reproduced from elsewhere shall be cited in the last and separate line in the table and figure caption, e.g. (after McGregor [12]).

2.1.10 Binding

The report shall be hard cover bound in leather or rexin with the Grey color.

Title

by

Name of the Candidate

(Roll No. _____)

Supervisor (s) :

Institute logo

Name of the discipline

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

(Year)