MALLA REDDY COLLEGE OF ENGINEERING & TECHNOLOGY

(Autonomous Institution – UGC, Govt. of India)

www.mrcet.ac.in

Instructions for preparing Project Report

The B.Tech Major Project Report Template folder includes:

1. Instructions for preparing B. Tech Major Project Report
2. Hard Cover template of B. Tech Major Project Report
3. Front pages of B. Tech Major Project Report (Certificate, Declaration, Acknowledgements, Index, list of Tables, List of Figures etc.)
4. Main content template for B. Tech Major Project Report (Chapters' 1, 2, 3, and 4; References; Appendix etc.)

❖ **Report Page Layout**

- ✓ Paper Size:A4
- ✓ Margins: Top 1″ Bottom 1″ Right 1″ Left 1.3″

❖ Include certificate from project organization

❖ **Font Setting for chapters' 1, 2, 3, and 4; References; Appendix etc.:**

- ✓ Use Times New Roman **14 bold (capitals)** for chapter headings
- ✓ Use Times New Roman **12 bold (capitals)** for main headings
- ✓ Use Times New Roman **12 bold (Smalls)** for Sub/ sub-subheadings
- ✓ Use Times New Roman **12 normal for entire text**
- ✓ Times New Roman (10 Size) for Header & Footers

❖ **Report Formatting:**

- ✓ Each paragraph should be justified (**place cursor inside the paragraph and press control J**) and paragraph line spacing must be **multiple at 2.**
- ✓ Give one-line space between paragraphs
- ✓ Title of the Figure must be at the bottom of the Figure and Title of the Table must be above the table.

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❖ **Project report submission:**

✓ Soft copy of the Thesis document along with the source code is to be submitted along with the Report

✓ Total Three HARD COPY BINDING copies to the department (One to the department, second to the college library, third to the internal guide) plus one personal copy.

HOD