

# FORMAT OF SEMINAR REPORT

1. **Paper Size** : A- 4 size bond paper

2. **Margins** :

**Top** : 1" (1 inch=2.54cm)

**Bottom** : 1.15" (2.86cm)

**Left** : 1.5"

**Right** : 0.6"

3. **Line Spacing**: 1.5 line

4. **Title of Chapter**

**Font** : Times New Roman ( Bold face)

**Size** : 18 point

**Alignment** : **Centre** Alignment

One **thick** line (2¼ point weight) after the name of chapter

5. **Headings**

**First Order Heading**: (for example – **1. INTRODUCTION**)

**Font** : Times New Roman (Bold Face)

**Size** : 16 point

One blank line before the heading (12 points)

**Second Order Heading**: (for example – **1.1. Evolution**)

**Font** : Times New Roman ( Bold Face)

**Size** : 14 point

One blank line before the heading (12 points)

**Third Order Heading**: (for example – **1.1.1. Image Processing**)

**Font** : Times New Roman (Bold Face)

**Size** : 12 point

One blank line before the heading (12 points)

6. **Text**

**Font** : Times New Roman

**Size** : 12 point

**Line Indent** : First line of every paragraph should be indented By 1 cm. (Except first paragraph \*)

**\* No indent should be applied to first line of first paragraph under any Heading / Sub-Heading**

**Alignment** : Justified (Full Text)

**7. Abstract**

**Heading (i.e. ABSTRACT)**

**Font** : Times New Roman (**Bold Face**)

**Size** : 12 point

Two blank lines after the heading. (12 points)

**Remaining Text**

**Font** : Times New Roman ( *Italic Face* )

**Size** : 12 point

**Alignment** : Justified (Full Text)

**8. Figures and Tables** : Centered Placed

**Caption**

**Font** : Garamond (**Bold**)

**Size** : 10 point

**Alignment** : Centered

**Figure Caption must be below the figure and centered, Table caption must be above the table and centered.**

**9. Page Numbering (Centered)**

**Till page, "FIGURE INDEX" : Roman (I, II, etc.)**

**For Remaining Pages**

**(i.e. from ABSTRACT -to- BIBLIOGRAPHY) : 1, 2, ..... N**

**10. References / Bibliography**

**Line Spacing** : 1.5 Line

**Font** : Times New Roman

**Size** : 12 point

**Publication details and/or URL must be in Italics.**

**Format:**

[Citation number] Author's Name, "Article Title", Journal, Publisher, Location, Year, Edition/Reprint, PP Page *No Start-End*.

[Citation number] Author's Name, "Article Title", Complete URL of Web Page.

[Citation number] Author's Name, "Title of the Book", Publication, Edition, Year of Printing.

**11. Header: Title- “Your Seminar Title”,**

Font -- Times New Roman, Size - 12 point

Alignment - Right hand

**No header should be applied to cover page, front page, index, abstract, bibliography.**

**12. Footer : Title-left hand- Seminar title Right hand-page no (only integer)**

Font - Times New Roman

Size - 12 point

**A**  
**Seminar Report**  
**on**  
**SEMINAR TITLE**  
**(All Caps)**

**By**  
**Name of the student**



**DEPARTMENT OF MECHANICAL  
ENGINEERING**  
SIPNA COLLEGE OF ENGINEERING & TECHNOLOGY,  
AMRAVATI

# **A Seminar Report on SEMINAR TITLE**

**In partial fulfillment of requirements for the degree of  
Bachelor of Engineering  
In  
Mechanical Engineering**

**SUBMITTED BY:  
Name of the student**

**Under the Guidance of  
Prof. Name**



**DEPARTMENT OF MECHANICAL  
ENGINEERING  
SIPNA COLLEGE OF ENGINEERING & TECHNOLOGY,  
AMRAVATI**

# CERTIFICATE

Certified that seminar work entitled “.....**Title of the seminar** .....” is a bonafide work carried out in the seventh semester by “.....**Name of the Candidate** ...” in partial fulfillment for the award of Bachelor of Engineering in Mechanical Engineering from Sant Gadge Baba Amravati University, Amravati during the academic year 2018 - 2019.

**SIGNATURE**  
**Prof. NAME OF GUIDE**  
Asst. Professor

**SIGNATURE**  
**Dr. Name of H.O.D**  
Head, Mechanical Engineering

## **ACKNOWLEDGEMENT**

Acknowledgement should be prepared by their wordings showing their gratitude towards guide, HOD, department, friends, family, Principal.

## INDEX PAGE

**Topic Page**

**Page No.**

ABSTRACT

1. TITLE OF CHAPTER ONE

1.1 HEADING

1.2 HEADING

2. TITLE OF CHAPTER TWO

2.1 HEADING

2.2 HEADING

⋮  
⋮  
⋮  
⋮  
⋮

N-1

N. CONCLUSION

BIBLIOGRAPHY

APPENDIX – (If any)



## TABLE INDEX

<b>Table</b>	<b>Page No.</b>
1.1 Table 1 About	
1.2 Table 2 About	
2.1 Table 3 About	
2.2 Table 4 About	
⋮	
⋮	
⋮	
N Table N About	

## **BIBLIOGRAPHY**

[1] Don Box, "Design of Compiler for Mobile Environment and it's formalization using Evolving Algebra ", *proceedings of 3rd IEEE International Conference on Mobile Data Management, Singapore, January 2002, PP 159-160.*

[2] "Author Guidelines", <http://.computer.org/cspress/instruct.htm>

[3] William Stallings, "Cryptography and Network Security: Principles and Practices", Pearson Education, Third Edition

**Note:** Strictly follow the above format for bibliography.

## **Note :**

1. *Seminar Report must be **Spiral Bounded**.*
2. One copy of the report should be submitted to the Seminar Co-ordinator ( Departmental Library), one to guide and his/her own additional copy.
3. Report must be written in your **own English language**.
4. Abstract should be not more than One Page.
5. Report must be submitted as per notice
6. Sequence of pages to be followed as:
  - i) Cover page
  - ii) First page
  - iii) Certificate
  - iv) Acknowledgement
  - v) Page Index
  - vi) Table Index
  - vii) Figure Index
  - viii) Abstract
  - ix) Theory
  - x) Conclusion
  - xi) Bibliography
  - xii) Appendices
7. Sequence of Theory may be as follows:
  1. Introduction
    - 1.1 Subtopics
    - 1.2
  2. Literature Survey  
(Depending on the selected topic)
  3. 3.1 3 to 4 Topics based on seminar titles as per requirement

Conclusion

Bibliography