

**Rajasthan institute of Engg. Technology**  
**DEPARTMENT OF COMPUTER SCIENCE AND ENGG.**  
**FORMAT OF TRAINING REPORT/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:** Right Alignment

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

**5. Headings**

**First Order Heading: (i.e. 1. INTRODUCTION )**

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

**Size** : 16 point

One blank line before the heading (12 points)

**Second Order Heading: (i.e. 1.1 Evolution )**

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

**Size** : 15 point

One blank line before the heading (12 points)

### **Third Order Heading: ( i.e. 1.1.1 Image Processing)**

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

**Size** : 14 point

One blank line before the heading (12 points)

#### **6. Text**

**Font** : Times New Roman

**Size** : 14 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 ( up to 150 words)**

##### **Heading**

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

**Size** : 16 point

Two blank lines after the heading. (12 points)

##### **Remaining Text**

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

**Size** : 14 point

**Alignment** : Justified (Full Text)

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

**Caption**

**Font** : Garamond (Bold)

**Size** : 12 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** : 14 point

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

**Format:**

1. Seminar Report must be light blue colored Hard Bounded and printed in Duplicate (i.e. Two Copies).
2. Two copies of the report should be submitted to the college
3. In Seminar Report, Name of all the students in that group must be there in Cover page, First page, Certificate and in Acknowledgement. Personal copy of the students must contain their own name only in Cover page, First page, Certificate and in Acknowledgement.
4. Report must be written in your own English language
5. Abstract should be not more than One Page
6. Report must be submitted at the time of presentation (Two copies).
7. "Cover Page, First Page, Specimen Copy" words are only for students instruction, they are not be printed in the report.
8. 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