Internship Report writing guidelines

	Cover	Spiral Binding
Binding of Report	Margin Top	4 Cm
	Margin Bottom	4 Cm
	Margin Left	4 Cm
	Margin Right	4 Cm
	Printing on the Top	Title of the thesis in capital letters (24 font size) Times New Roman
	Printing in the middle of cover Center	Format Attached
	Printing on Bottom	
	Printing on the Binding edge	The binding edge of the jacket should contain the name of the candidate, year and report title.
Inside of thesis	Printing	In 1 ½ space, Font 12 Times New Roman, double sided printing
	Margin Top	3 cm
	Margin Bottom	3 cm
	Margin Left	4 cm
	Margin Right	2 cm
	Quality of paper	Good quality (bond/maplitho)
	Size of paper	A4 size
	Contents	(i) Printing of cover to be repeated on first page
		(ii) Certificate of the supervisor(s)/Copyright Transfer
		(iii) Acknowledgements
		(iv) Table of Contents
		(v) List of Tables
		(vi) List of Figures
		(vii) List of symbols and abbreviations, if any.
	Abstract	• To convey briefly the content of the thesis • To draw attention to all new information and to the main conclusions. • It should be factual and should be suitable for copying, quoting or indexing by information services.

	Chapters	The text should have suitable Chapter number, titles and sub-titles with pages numbered at the bottom center.
		The sequence of Chapter organization may be as below
		  • Introduction
		  • Literature Survey (optional, as required)
		  • Chapters 1…5 (as per the work carried out)
		  • Summary and Conclusions
		  • Scope for Future Work
		  • References
		  • Appendix (optional, as required)

	Numbering and referring in text	Equations are to be numbered in round brackets with Chapter information, ***Ex***: Chapter2, first equation – (2.1)…
		Title of the Figures must be written *below the Figure* and have to be referred in the text beforehand. Fig. numbering is chapter-wise as explained for equations.
		Title of the Tables must be written *above the Table* and have to be referred in the text beforehand. Table numbering is chapter-wise as explained for equations.
	References	The references are to be listed in the order of its appearance in the text. References are to be numbered within square brackets Ex: [1], [2]… and are to be given after 'Scope for future work'. ***For Journal***: [1] R.E. Higgs, K.G. Bemis, I.A. Watson and J.H. Wikel, "Experimental designs for selecting molecules from large chemical databases", *Journal of Chemical Information and Computer Sciences*, 37(5), 861-870, September 1997. ***For Book***: [2] V.D. Liseikin, "Scientific Computation: *Grid Generation Methods"*, Second Edition, Springer Science, New York, 2010. ***For Conference/Seminar etc:*** [3] N. Paivinen and T. Gronfors, "Minimum spanning tree clustering of EEG signals", 6th *Nordic Signal Processing Symposium* (NORSIG-2004), Finland, pp. 149- 152, June 9-11, 2004.