



**Department of Electronics & Communication Engineering**  
**Aliah University, IIA/27, New Town**  
**Kolkata – 700160, West Bengal, India**

**GUIDELINES FOR PREPARATION AND SUBMISSION**  
**OF**  
**SEMINAR REPORT**

**1. NO OF COPIES TO BE SUBMITTED TO HoD OFFICE**

One copy of the seminar report is to be submitted. The students need to appear in the final oral examination and give a successful presentation.

**2. STRUCTURE OF THE SEMINAR**

*Facing page:* The title of the seminar, author, department, month and year of submission along with the emblem of the Institute will be included on the first cover. This may be made in *special quality paper like plastic coated paper*. (See sample Format)

*Inner cover:* Contents can be same as that of the front cover, but *on ordinary A4 size paper*.

Three main parts of the seminar report can be easily identified. These include the preliminary part, body of the seminar report and reference and appendices (if any) as the concluding or final part. The order of these items is as given below.

**PRELIMINARY PART**

Certificate from Guide and HoD  
Acknowledgements, if any  
Abstract  
Contents  
List of figures, if any  
List of tables, if any

**BODY OF THE REPORT**

Chapter 1    INTRODUCTION  
                 Motivation and Overview

Literature Survey, if any

Chapter 2 MATERIALS AND METHODOLOGY

Algorithms, if any

Program development, if any

.....

Chapter N-1 RESULTS AND DISCUSSIONS

Chapter N: CONCLUSIONS

## CONCLUDING PART

References

Appendix or Appendices

**References** can be numbered as 1, 2, 3 etc in the order in which they are referred to in the body of the seminar report. A typical reference in the body of the seminar report will appear as “as stated in [3] or in [3 ] – [5] “etc.

References to journal paper should contain the *name of the author(s), title of the paper, name of the journal, volume number, issue number, particular pages(pp) and year of publications.*

Example:

S. Zhang, C. Zhu, J. K. O. Sin, and P. K. T. Mok, “A Novel Ultrathin Elevated Channel Low-temperature poly-Si TFT,” IEEE Electron Device Lett., vol. 20, pp. 569–571, Nov. 1999

Similarly conference papers should mention the *name of author(s), title of the paper, name of the conference, place in which the conference was held and date, month and year* of the conference along with *the page numbers of the paper in the proceedings* of the conference.

Example:

S. P. Bingulac, “On the Compatibility of Adaptive Controllers”, Proc. 4th International National Conf. Circuits and Systems Theory, New York, 1994, pp. 8–16.

References to books should contain *name of the author, title of the book, name of the publisher, edition number, and year of publication.* If possible ISBN Number also can be quoted.

Example :

Griffiths and Manuel: Introduction to Neuro-fuzzy Systems, Prentice Hall Inc, Edition 2, 1998.

Reference to websites can be given as follows:

### General Notes:

- Single column format and print only on one side.
- Use 1.5 spacing for the continuous text.
- Minimum margin: - Binding side-30mm and 24mm on all the sides.
- Full justification of all texts.
- Ensure that each new paragraph is clearly indicated.
- Ensure that each new section head is separated by a double space.

- Use 12 pt fonts “**Times New Roman**” for the continuous text (except headings) in MS Word.
- Chapter/section headings shall be as per the fonts shown in the sample report structure.
- All chapters to be start on a fresh page.
- Follow internationally accepted symbols, rules and conventions.
- SOFT BINDING/SPRIRAL*** is to be done for seminar reports with ***front cover, facing page, certificate and necessary pages in colour.***

### Suggested Font Sizes

Suggested Font sizes Details	Font Type	Font size	Spacing
<i>Facing page (cover and first page) - see sample page for details</i>	Times New Roman	18pt bold capitals	Centered (Adjustable spacing)
<i>Chapter headings with chapter number</i>	Times New Roman	16pt bold capitals	Left adjusted
<i>Section headings</i>	Times New Roman	14pt bold capitals	Left adjusted
<i>Subsection headings</i>	Times New Roman	12pt. sentence case	Left adjusted
<i>Paragraph headings</i>	Times New Roman	12pt. bold sentence case	Left adjusted
<i>Body of report</i>	Times New Roman	12 pt	Adjusted on both left and right and with 1.5 spacing for text and double spacing for equations
<i>Margins</i>	Left Margin	2.54 cm	
	Right Margin	2.54 cm	
	Top	2.54 cm	
	Bottom	2.54 cm	

**SAMPLE**

**SEMINAR TITLE**

(18 bold-all capitals)

**A SEMINAR REPORT** (14 bold –all capitals)

*Submitted by* (14 italics)

**NAME (Roll No.)**

(14 bold & 14 regular)

*In partial fulfillment for the award of the Degree of*  
(14 italics)

**BACHELOR OF TECHNOLOGY**

**IN**

**EELECTRONICS AND COMMUNICATION ENGINEERING**

(16 bold capitals)



***DEPARTMENT OF ELECTRONICS and COMMUNICATION  
ENGINEERING*** (16 bold italics)

**ALIAH UNIVERSITY**  
**KOLKATA – 700160** (14 bold regular)  
**MONTH YEAR** (14 bold)



**DEPARTMENT OF ELECTRONICS AND COMMUNICATION  
ENGINEERING, ALIAH UNIVERSITY**

***CERTIFICATE***

(20 Monotype Corsiva bold)

This is to certify that this report entitled “..... (14 bold-regular).....” is a bonafide record of seminar presented by.....(Roll No.....) towards the partial fulfillment for the requirement for the award of the Degree of ***Bachelor of Technology*** in ***Electronics and Communication Engineering*** of the Aliah University during the year .....

**Signature of GUIDE**  
Designation

**SIGNATURE OF HEAD**  
Head of Department  
Dept. of Electronics and Communication Engineering  
**ALIAH UNIVERSITY**

## **ACKNOWLEDGEMENT**

(16 bold –regular)

I/We express our sincere gratitude to Dr./Mr. /Mrs. / (Name and Designation of Guide) Department of Electronics and Communication Engineering, for his/her invaluable guidance, advice, sharing expertise and constant encouragement throughout the course of the project.

We also thank Prof. (Name of HOD) Head of the Department, Department of Electronics and Communication Engineering for his assistance and helpful suggestions given throughout the course of this work without which this work would not have been successfully completed.

I/we take this opportunity to express gratitude to all of the Department faculty members for their help and support.

**You are free to write  
here at your own**

Name of Student

University Roll No.

# **ABSTRACT**

(16 bold –regular)

To convey briefly the content of the seminar

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# **LIST OF FIGURES**

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# **LIST OF TABLES**

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# **1. INTRODUCTION**

(16 bold –regular)

## **2. REVIEW OF LITERATURE**

(16 bold –regular)

2.1

2.1.1

2.1.2

2.2

## **4. CONCLUSION**

(16 bold –regular)

## **REFERENCES**

(16 bold –regular)

- 1.