

Deliverable: Hard & Soft copy of word processed report

NOTE:

- You should include the **COVER PAGE** of this assignment including the **Declaration of Academic Honesty** when you submit your final report.
- More work is required to achieve a pass. If you submit your assignment after the deadline set above your assignment **will be only marked for PASS** provided it falls within the extended deadline.
- If submitted after the extended deadline, the assignment will not be accepted whereas you shall be asked to go for a **NEW** assignment.
- Plagiarism is strictly prohibited and will lead for a **“Fail”** Grade.

Instructions to students:

1. All assignments should comprise of the standard **Front Cover** given. **No other front page will be accepted.**
2. All assignments should be bound with **BLACK hard board cover** as the last sheet.
3. Clearly label the **CD'S** with your **Name, Batch no** and **Student no** and attach it to the Back cover of your assignment.
4. **Report Writing Guidelines:**
 - a. Every Assignment should have an **Introduction** and **Conclusion**.
 - b. The Standard **Table of Contents** should be generated.
 - c. All the **Figures, Table Diagrams**, etc should be numbered.
 - d. Main Heading Font: **Arial – size 16**
 - e. Sub Heading Font: **Arial – size 14**
 - f. Body text Font : **Arial- size 11**
 - g. Paragraph: **Single line**
 - h. Margins: **Top – 1” Bottom – 1” Left – 1” Right – 1”**
 - i. **Header** – include the Module name on the Right hand side
 - j. **Footer** – include the Page number on the Right hand side
 - k. All sections should have continuity and pages should be clearly labeled.
 - l. **References** – clear references for all the materials, books, articles, website, etc should be given in the following format:
 - ✓ **Books** – title, Author, ISBN No, Publisher & Edition, Chapter & Page Nos.
 - ✓ **URL**- Complete address e.g. <http://www.abs.com/index/1234/xyz.asp>.... and date
 - ✓ **Article, Journals:** Name of Published material, date, author