

It is recommended that the 'MTech Project Progress Report' may consist of the following components:

1. Title page
2. Copyright page*
3. Certificate/Declaration page*
4. Acknowledgements*
5. Abstract
6. Table of Contents
7. List of Figures
8. List of Tables
9. Nomenclature
10. Main body of the report consisting of various chapters (E.g. Introduction, Literature Review, Mathematical Model ... etc)
11. References
12. Appendices (If any)
13. Brief Biodata*

**: These components may be omitted right now, but they are strongly recommended in the final report (which shall be submitted by the students at the end of their MTech Degree)*

The recommended format of 'MTech Project Progress Report' is mentioned as follows:

1. The first page of the report may mention '**MTech Project Progress Report**' at the top.
2. Page size: A4
3. Page margins: minimum 2 cm on all sides
4. Font style: It is advisable to use one of the standard font styles such as Times New Roman or Arial.
5. Font size: It is advisable to keep font size atleast 12, and use larger font size wherever necessary (E.g. Title page, and headings etc)
6. Line spacing for text: Minimum 1.15 (preferably 1.5)

Some useful tips for preparing a good quality report:

1. On the first page of the report, the students may use the latest version of the institute logo (available on our website at: <http://www.iitrpr.ac.in/logo-iit-ropar>).
2. All the symbols used in the report may be italicized. All the symbols used in the report may be mentioned in the 'Nomenclature' section.
3. Each chapter may start from a new page.
4. Use a uniform and consistent referencing style to write all the references.
5. All pages need to be numbered at the bottom of the page (centre-aligned). All the pages before Chapter 1 may be numbered in Roman numerals (i, ii, iii etc); and from Chapter 1 onwards may be numbered in Arabic numerals (1, 2, 3, etc).
6. Alignment of the main body of the text may be 'Justify'.
7. In formal reports it is generally advised that the numbering of figures, tables, equations etc may be done chapter-wise (E.g. 1.1, 1.2, 1.3, 4.1, 4.2, 4.3 ...) and not sequentially (E.g. 1, 2, 3, 4, ...).
8. The caption for each figure should appear *below* the figure. The caption of each table should appear *above* the table.
9. While preparing the figure, make sure that the text inside the figure (such as x & y axis labels, legend etc) are not very small.
10. A very thorough *spell-check* may be performed before submission of the report.

{The sample 'MTech Project Progress Report' showing the recommended format, is attached herewith (both WORD and PDF versions are attached herewith), which also give a demonstration of all the above mentioned points.}