

Standard Format for UG NTCC Reports

Sr.No	Item	Criteria
1	Font Size	Times new roman 12 pt and 10 pt for figure and tables
2	Margins	margin 3.5 cm on the left, 2.5 cm on the top, and 1.25 cm on the right and at bottom.
3	Line spacing	Vertical spacing 1.5 throughout. For figures and table captions it should be single spacing
4	Figure and table Numbering	Should be chapter wise . For e.g. if there are two figures in Chapter 2 then it should be 2.1 and 2.2
5	Captions	<ul style="list-style-type: none"> - Caption for Figure must be given at the BOTTOM of the Figure - Caption for the Table must be given at the TOP of the Table.
6	Chapter Number	Times New Roman , 18 pt bold
7	Chapter Name	Times New Roman ,Caps, 18 pt bold
8	Main Heading	Times New Roman 16 pt
9	Sub Heading	Times New Roman 14 pt
10.	Reference/Bibliography	Specify whether it is Reference or Bibliography. Atleast 10 articles to be in the list. Follow the format on NTCC guidelines with proper numbering

Note: The sample format has BIBLIOGRAPHY. Those not referring in the literature to give heading as BIBLIOGRAPHY