FORMAT & GUIDELINES FOR MIDTERM REPORT

(Size = 20, Times, Bold, Small Caps) Contents of Midterm Report (Size = 13, Times) The midterm report must contain the elements given in the listing below:
 1) Cover sheet
2) Title page
3) Abstract
4) Table of Contents
5) Introduction
6) Title of the project/Assignment
7) Objectives
 8) Schedule of activities
 9) Conclusions
10) Achievements till date.
11) Remaining Work.
12) Solution to problems (if any)

GUIDELINES FOR PREPARING MIDTERM REPORT:

1) Students may use descriptive, informative section and subsection titles for the body of midterm report. Use the appropriate tense to describe the activity: "past work was done;" & "future work will be done."

 2) The midterm will include several body sections that include continuing work, so each body section of the midterm, should be divided into "Work Completed to Date", in which student will describe tasks, analyses, results and their significance, and Future Work, in which student will describe what remains to be done, how long they expect the tasks to take, and student's plan to overcome anticipated obstacles.

3.**Suggested Standards for Project Report**
1 Paper Size = A4
2 Spacing between Lines = 1.5 inch
3 Font Size = 13
4 Fonts = Times/ Garmond or any compatible font in case of unavailability of recommended fonts.
 5 Left Margin = 1.5 inch
6 Right Margin = 0.5 inch
7 Top Margin = 1.25 inch
8 Bottom Margin = 1.25 inch
9 Hard Bound File
10 Header Contents: Report Title
11 Footer Contents: College name and page number