**SREE CHAITANYA INSTITUTE OF PHARMACEUTICAL SCEIENCES KARIMNAGAR**

Guidelines to prepare B.Pharm Seminar documentation

**Font:**  1. Chapter names - 16 Times New Roman(TNR) (bold) all caps

 2. Headings - 14 TNR (bold) all caps

 3. Subheadings - 14 TNR (bold) Capitalize Each Word

 4. Sub-Subheadings - 12 TNR (bold) Capitalize Each Word

 5. Body of Project - 12 TNR

 6. Text in Diagrams - 12 TNR (all lower case)

 7. Diagrams/ Table headings/ Fig. Headings' - 12 TNR Sentence case

 8. If any text - 12 TNR Sentence case

 9. References - 12 TNR Sentence case

**Spacing :**

* 2 Line Spacing between heading and body text
* 1.5 line spacing in body text.
* New paragraph starts with a single tab.

**Margins :** Left **1.25"** Right **1.0"**

 Top **1.0"** Bottom **1.0"**

**Page numbers:**  Position: Bottom and Middle

 1. Front Pages: Small Roman numbers

 (Excluding Title page, Certificate page, Acknowledgement page and Declaration page)

 2. Body pages 1, 2, 3…..

 3. Annexure 1, 2, 3……………

 (Separate for each Annexure)

 4. References 1, 2, 3……………

**Pages:** **Size:** **A4** paper **colour:** White

**Documentation:** Printed binding **Binding Cover:** Spiral Binding

 **Front pages:** Page Title page

 Page Certificate from the college.

 Page i Contents

 Page ii Abstract

**References:** The references should be numbered serially in the order of their occurrence in the text and their numbers should be indicated within square brackets for e.g. [3].  The section on references should list them in serial order in the following format.

1. For textbooks - Sidney H Avner, Introduction to Physical Metallurgy, Tata McGraw-Hill, Second Edition, 1997.
2. For papers - M.T.Browne, M.T.Hillary, "Optimising the variables when deep drawing CRI cups", Journal of Material Process Technology, Vol. 136, 2003, pp 64-71.

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**ABSTRACT i**

**CONTENTS ii**

 **Page. Nos**

**Chapter-1 INTRODUCTION**

 **Chapter-2 CONCLUSION**

 **Chapter-3 REFERENCES**

 **Certificate of Industrial training**

**<< Title of the Seminar >>**

A Seminar Report Submitted to

**JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD**

In partial fulfilment of the requirement

For the award of the degree of

**BACHELOR OF PHARMACY**

By

<< **Name of the Student** >>

(HT.No: XXXXXX)

Under the guidance of

<< **Guide name**>>

<Designation>

**SREE CHAITANYA INSTITUTE OF PHARMACEUTICAL SCIENCES**

(Affiliated to JNTUH, HYDERABAD)

THIMMAPOOR, KARIMNAGAR, TS -505 527.

20XX---20XX

**SREE CHAITANYA INSTITUTE OF PHARMACEUTICAL SCIENCES**

**KARIMNAGAR-505 527**

**[**

**CERTIFICATE**

This is to certify that the seminar report entitled **“SEMINAR TITLE”** is being submitted by << **Students name**>>bearing a Hall ticket no **<< HT.No>>** in partial fulfillment of the requirements for the award of the Degree of **Bachelor of Pharmacy**, to the **Sree Chaitanya Institute of Pharmaceutical Sciences**, Karimnagar.

Guide Head of the Department

**XXXXXXXXXX XXXXXXXXXXX,**

Designation, HEAD OF THE DEPARTMENT

Sree Chaitanya Institute of Sree Chaitanya Institute of

Pharmaceutical Sciences Pharmaceutical Sciences

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