

Margins – Top and bottom – 1.00 cm

- Left margin – 1.5 cm
- Right margin – 1.00

Handwritten line in an A 4 size page – 20 -30

Number of words in a page – 250 – 350

Front Page

1. Title - On top of the page, central alignment, all caps with description of the purpose  
Eg.

**SOIL CONSERVATION TECHNIQUES IN WEST BENGAL**

A project submitted in partial fulfilment of the requirement of the course on  
Geography (Class IX)

2. Name and Surname of the student

Admission No.

Class and Section

Roll No.

Name of the Supervisor (Subject Teacher) – At the centre of the page.

Eg.

Menka Tirky

Admission No. 00023/2020

Class - IX

Roll No. 09

Should be written at the centre of the page

3. Institutional Details (to be written at the bottom of the page (All caps))

Eg.

**MOUNT CARMEL SCHOOL**

**WB – 359**

**DHUPGURI P. O, JALPAIGURI, WEST BENGAL – 735 210**

4. Second page – Table of Contents

**Eg. TABLE OF CONTENTS (All caps, central alignment)**

<b>Chapter One .....</b>	<b>3</b>
<b>Introduction .....</b>	<b>3</b>

**5. Third page – Acknowledgement – (All caps, Central alignment)**

**Eg. ACKNOWLEDGEMENT**

.....  
.....  
.....

**Signature**

**Name and Surname**

## DETAILS OF THE PROJECT FILE PAGES

Index	No. of pages	Content
Introduction	1	
Objective	1	Aim of your study (2 to 3 points)
Body	4	In-depth study with descriptions and examples
Relevant Pictures	2	
Preventive measures	2	Mention at least four preventive measures that have been already undertaken and suggest four measures that can be undertaken in future.
Conclusion	1	What have you learnt from this study
Bibliography	1	<p>Quote all the source material used: books/ internet websites.</p> <p>Eg. Coelho, C. (2008), <i>Winner Stands Alone</i>, London: Haper Collins Publishers. <b>(Book)</b></p> <p>B. R, Manjunatha &amp; Gangadhar M. R. (2019). , School dropout among Jenukuruba tribal children in Karnataka. <i>IMPACT: International Journal of Research in Humanities, Arts and Literature (IMPACT: IJRHAL)</i>. 6 (1), 31-40. Retrieved from <a href="https://www.researchgate.net/publication/330523384">https://www.researchgate.net/publication/330523384</a>. (Internet Source)</p>