

General Instructions to be adopted by Evaluation Consultant Organizations while preparing & printing the Evaluation Study Reports.

- 1) Cover pages (Front & Back) should be of 220 GSM without Lamination and should be as per design and should be in Matt Format.
- 2) Text Font size must be 12 Times New Roman and 1.15 Line spacing should be provided. For other Font size please refer the Sample provided by KEA.
- 3) Text style and size for Kannada report should be NudiUni01e and 12 size. For heading the Text size must be 14 or 15 as suitable.
- 4) The inner front cover page should be blank with white color.
- 5) The book should be of perfect binding with stitching.
- 6) The backbone of the book should be printed with title of the Evaluation Study.
- 7) Every Table, Graph, Pictography & Photos, Annexure should be numbered with appropriate headings. Besides, the source, year, place to be mentioned wherever needed.
- 8) Preface must be renamed as Foreword.
- 9) Original Foreword without sign will be provided as soft copy, the same has to be used for printing in the report. A signed Foreword copy will be issued for reference purpose only.
- 10) After Foreword another page should be added as Acknowledgements as shown in the design.
- 11) Color of the First page should be :

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|----------|------------|
| Hue: 62 | Red: 217 |
| Sat: 140 | Green: 240 |
| Lum: 206 | Blue: 198 |
- 12) **All the pages in the report should be captioned as**
 - a. Ontop of the left page on left hand side of page should have the title of the evaluation study.
 - b. On the contrary, left page on hand side bottom should contain the name of the Karnataka Evaluation Authority along with page number.
 - c. On top of the right page of right hand side the page should contain the Chapter title.

- d. On the right page the Right hand side bottom should contain the name of the Karnataka Evaluation Authority along with page number.
- 13) Every new chapter should begin from the right hand side of the book.

Note: The above listed points should be followed simultaneously with the 'KEA Guidelines on writing an Evaluation Report'.