

SUBMISSION GUIDELINES / MCA MAJOR PROJECT-2022

The following suggested guidelines must be followed in preparing the Synopsis and Final Project Report:

Good quality white executive bond paper A4 size should be used for typing. Care should be taken to avoid smudging while creating the copies.

Page Specification : Left margin - 3.0 cms 3 Right margin- 2.0 cms Top margin 2.54 cms Bottom margin 2.54 cms

Page numbers - All text pages as well as Program source code listing should be numbered at the bottom center of the pages.

Normal Body Text: Font Size: 12, Times New Roman, Double Spacing, Justified. 6 point above and below para spacing

Paragraph Heading Font Size: 14, Times New Roman, Underlined, Left Aligned. 12 point above & below spacing.

Chapter Heading Font Size: 20, Times New Roman, Centre Aligned, 30 point above and below spacing.

Coding Font size : 10, Courier New, Normal

SYNOPSIS:

All students must submit a SYNOPSIS separately to their respective guides/internal guides. SYNOPSIS, preferably, should be of about 3-4 pages. The content should be as brief as is sufficient to explain the objective and implementation of the project that the candidate is going to take up. The write up must adhere to the guidelines and must include the following:

- 1. Name / Title of the Project**
- 2. Statement about the Problem**
- 3. Why is the particular topic chosen?**
- 4. Objective and scope of the Project**
- 5. Methodology (including a summary of the project)**
- 6. Hardware & Software to be used**
- 7. Testing Technologies used**
- 8. What contribution would the project make?**

Submission of Final Project Report to the University:

The student will submit his/her project report in the prescribed format.

- Two Hard Bound Copies of the Project Report which is around 80 to 100 pages, this should be brought on the day of the viva/final presentation as notified by the University.
- Soft copy of project on Floppy/CD in a thick envelope pasted inside of the back cover of the project report

FORMAT OF THE FINAL PROJECT REPORT ON COMPLETION OF THE PROJECT

1. Cover Page (Follow the standard format)
2. Acknowledgement
3. Certificate of the project guide
4. Synopsis of the Project
5. Main Report
 - Objective & Scope of the Project
 - Theoretical Background
 - Definition of Problem
 - System Analysis & Design vis-a-vis User Requirements
 - System Planning (PERT Chart)
 - Process Logic of each Module
 - Methodology adopted, System Implementation & Details of Hardware & Software used
 - System Maintenance & Evaluation
 - Cost and benefit Analysis
 - Detailed Life Cycle of the Project
 - o ERD, DFD
 - o Input and Output Screen Design
 - o Process involved
 - o Methodology used for testing:
 - o Test Report, Printout of the Reports, Printout of the Code Sheet
 - User/Operational Manual - including security aspects, access rights, back up, controls, etc.
 - Soft copy of the project on CD/~~Floppy~~ to be submitted with Hard Bound Project Report

Annexure to the Project Report:

1. Brief background of the organization where the student has developed the project, if applicable.
2. Data Dictionary - This should give a catalogue of the data elements used in the system / sub system developed. The following are the details required. Write NA if NOT applicable:
Data Name,
Aliases, if any
Length (Size) Type,
Numeric, Alpha, Binary etc.
3. List of abbreviations, Figures, Tables
4. References Bibliography Website
5. Soft copy of the project on CD/Floppy
6. Guide Details:
 - Guide Name
 - Full Address
 - Qualification
 - Mobile
 - Email
7. Certificate from Guide

ACKNOWLEDGEMENTS

In the “Acknowledgement” page, the student recognizes his indebtedness for guidance and assistance of the thesis provided by the guide, internal guides, adviser and other members of the faculty. Acknowledgements should be expressed to all concerned members of the company / organization who has helped during the project work.

BIBLIOGRAPHY : (EXAMPLE)

1. D.L. Carney, J.I. Cochrane, “The 5ESS Switching System: Architectural Overview,” AT&T Technical Journal, vol. 64 , no. 6 , July-August 1985, pp. 1339- 1356.
2. J. Martin, Computer Data-base Organization, Prentice-Hall, Englewood Cliffs, NJ,1977, p. 53.

Very Important: Projects submitted in hard bound copies only will be considered for evaluation by the university. Any project reports submitted in soft copy format will not be considered.