Project Guidelines

(For students admitted from the academic year 2017-18 onwards)

SCHOOL OF INFORMATION TECHNOLOGY
SRM UNIVERSITY SIKKIM
TADONG, GANGTOK – 737102

1 Contents

1. Definitions and Nomenclature

i. ***University*** means SRM University Sikkim.
ii. ***Project*** means UG/PG Final Year Project.
iii. ***Associate Dean*** means Associate Dean of School of IT**.**
iv. ***HoD*** means Head of the Department, School of IT, SRM University Sikkim.
v. ***Project Coordinator*** means Department Project Coordinator. May have assistant coordinator.
vi. ***Supervisor / Guide*** means Faculty (Internal or external) deputed as in charge for monitoring the progress of the Project.
vii. ***Faculty*** means teaching staff of the Institute.
viii. ***Staff*** means teaching and non-teaching persons employed in the Institute.
ix. ***Students*** means Undergraduate/ Post Graduate Students in School of IT

2. Importance of Project

The final year project is the most important aspect during the course of our degree. Project is application of knowledge. The application must be carried out with judgement, to ensure that the resultant system is efficient and beneficial. Projects will be used as a discriminator to decide the quality of a student.
The guidelines for successful completion of BCA, B.Sc(IT), MCA & M.Sc(IT) Projects are to facilitate uniform regulation to be carried out during three phases. The Department will designate one faculty member as the Project Coordinator. Project Coordinator has to make certain that project related activities, such as conducting reviews and keeping records are done regularly.

The important issues to be addressed while pursuing the projects are as follows:

1. Selection of a project
2. Planning, executing, and managing a project
3. Documenting a project
4. Assessment of a project

2.1 Mini Project

Every practical course and value added course should be accomplished with the development of mini project. The mini project is mandatory to validate the skill set acquired by the students. Mini project allotment, planning, execution, documentation and assessment will be decided by the faculty coordinator of the lab or value added course based on the prior approval of the concerned HoD and the Associate Dean. Mini project monitoring and evaluation process will follow applicable project guidelines and all the relevant documents should be maintained by the faculty coordinator for awarding marks. The students should be motivated to carry out the social relevant and application projects.

2.2 Major Project

During their final semester, students have to pursue Major Project for the fulfilment to be awarded their respective degree. Undergraduate students are expected to be able to implement all their theoretical knowledge in real world as project. They are also expected to integrate all the knowledge they have acquired till date with one additional new concept which they have to lean by themselves. Finally they will also be marked based on their research done for their project.

Postgraduate students also have to do the same as undergraduate students, however their project must also reflect Social Relevance in contrast to undergraduate students. They are expected to carry out projects which addresses the problem faced by the community or the world.

3. Allotment of a Project

The students should diligently use their time working with their project, so it is essential to pick a project they choose. Since students choose a particular project doesn't mean that they are qualified to do it; Project coordinator and supervisor should ensure that whether they are capable of doing that project in successful and timely manner. Students are encouraged to choose more inter disciplinary and industrial projects.

3.1 Formation of Project Groups

In order to ensure the participation of each student, undergraduate projects can be carried out by individual or by a group of students with a maximum of three students in a group.

Postgraduate projects has to be carried out individually, it may be in-House project or internship based external project for them.

3.1.1 Guidelines in selecting an appropriate Project topic

- Submission of more than one project abstract to the guide
- Students should Submit a Project Approval Form to the project coordinator (Annexure I)
- Selections will be reviewed by the review committee (minimum of 3) nominated by Head of the Department and Associate Dean.

Student is expected to execute original work. If at any point of time it is noticed that the work is plagiarized, the project will be summarily rejected.

3.2 Assigning Project Coordinator

The Department will designate one faculty member as the Project Coordinator. Project Coordinator has to execute project related activities, such as conducting reviews and keeping records regularly.

3.3 Assigning Faculty Guide

Project Guides may be assigned as per the faculty's specialization and area of research to each project group which can only be changed with valid reason.

3.4 Interaction with Project Guide

Students should meet respective guide frequently during the course of the project, though this interaction depends on both guide and student. Students should maintain the necessary documents or files which contain all details (project diary, reference papers, literature survey, etc) related to the project during discussions with guide. This system will allow easy and quick access to the details and help to draft the project work. Students should submit report drafts as and when demanded by project guide. Each batch should maintain the project diary which contain the weekly progress report and student's attendance status and it has been verified by project guide. (Annexure II)

4. Process of Project Monitoring

The progress of the project includes following activities, which have to be carefully monitored by the project coordinator and supervisors that result in a successful project.

1. Problem identification
2. Requirements elicitation
3. Problem modelling
4. System analysis and specification
5. System design
6. Module implementation and system integration
7. System test and evaluation
8. Documentation
9. Project management

4.1 Zeroth Review (10/04/2024)

The review related to selection of topic i.e. literature review, problem statement. Presentation must be made covering the following topics:
Title
Abstract
Introduction
Literature Survey

4.2 Review 1 (09/05/2024)

The review related to selection of topic i.e. literature review, problem statement, motivation and proposed solution to be carried out must be completed and presented to review committed within 15 days of project group formation or as per the date intimated by the Project coordinator.

Project coordinator must ensure to provide sufficient time –minimum of 15 days- to students for the review.

It is mandatory to submit the duly filled and signed Project Approval Form to the Project Coordinator prior to the commencement of Review 1 along with report.

Format no 1 – project progress review evaluation		
S.No	**Contents To Be Submitted During Review in detail**	**Status**

1	Title	
2.	Abstract	
3	Introduction	
4.	Literature Survey	
5.	Proposed System	
6.	Module Split up and Gantt Chart	
7.	Reference	
Proposal -Approved/ Rejected		
Date: Signature of Expert member(s)		
Date	Signature of Project Coordinator	Signature of HoD

For the Review Committee

- The committee is advised to find the enough complexity in the project.
- All the three panel members must be presented during the review.
- The reviews to be conducted in the seminar hall and/or the available class rooms.

4.3 Review 2 (05/06/2024)

This review will mainly focus on methodology / techniques to be used. Presentation must be made covering the following topics:

- Title
- Abstract
- Architectural Design for Proposed System (Phase 1) ER Diagram, DFD, Use case diagram (if necessary)
- Methodology/ Algorithms / Techniques used
- Expected outcomes
- References

By this time students are expected to complete 30 % of their implementation / research phase.

4.4 Review 3 (04/07/2024)

During this review students are expected to complete their implementation/analysis part and must present working module/ analysis and present their final product.
The evaluation for this presentation should be made by the Project Evaluation team comprising of Head of Department, Project Coordinator and faculty member from concern Department and others if necessary. The Presentation should cover the following:

- Tile
- Abstract
- Literature Review
- Problem Statement and Motivation
- Design
- Integration & Experimental
- Results Performance Evaluation
- Comparison with Existing system

- References

After presentation student must demonstrate their product or have their recommendation if they are doing research project.

Model review

5. Final Review (1st week of August)

Final review of the project work completed in end semester may be held as per expediency of the Exam Cell. In this final review, the students will be asked to make presentation of their project. The External expert members will invited for final project review to evaluate the final presentation and demonstration (if applicable). The presentation must be made covering, completed hardware/ design/module, hardware results/ simulation results and final documentation (2 copies).

6. Award of Marks for Projects

For the project work, the total marks will be 100 comprising of 50 marks for the internal assessment and 25 marks for project evaluation and 25 marks for Viva-Voce examination. The 50% marks would be calculated on the basis of the performance in the continuous evaluation during the particular semester by taking average of all evaluations. The internal marks will be awarded based on three reviews by a review committee constituted by the HOD and details of marks are as follows:

PROJECT WORK ASSESSMENT PLAN			UG	PG
Internal assessment (50%)	Zeroth Review		10	10
	Review -1		10	10
	Review -2		20	20
	Review -3		10	10
	Overall internal marks		**50 marks**	**50 marks**
External assessment (50%)	Presentation		10	20
	Thesis Evaluation	Internal Examiner	10	05
		External Examiner	15	05
	Viva Voce	Internal Examiner	05	10
		External Examiner	10	10
	Overall External Marks		**50 marks**	**50 marks**

7. Industry Project Guidelines and Regulations

- Industry Project Guidelines and Regulations (Applicable for Final Year Project only)
- Students who are out station for internship have to get the prior approval for On Duty (OD) from the project Coordinator and HOD.
- The approval letter from the concerned industries/institute must be produced for acquiring OD.
- The OD dates have to be clearly intimated to the department in advance.

- Any change in their OD dates proper information should be delivered to the Project Coordinator and HoD through the Project Guide.
- Weekly Report should be submitted to the Guide and Project Coordinator duly signed by external guide in the industry/institute.
- Every day the students must get signature in their attendance record from the external guide.
- The students must attend the review conducted in the department during this period.
- Students must submit progress report duly signed by both (Internal and External) guides.
- Minimum one/two visit have to be made by the internal guide to the industry to review the work progress.
- Students must obtain Project Completion/ Attendance Certificate before leaving the industry/institute.

8. General Rules and Regulations

- In-house projects Students must meet their guide every day to discuss about the project developments and attendance record has to be duly signed by their guide.
- The supervisors should cultivate and inculcate the knowledge on inter disciplinary projects.
- It is mandatory for the students to contact their respective guides and discussion has to be recorded in their project work diary.
- The consolidated report of project status should be monitored by Project Coordinator or HoD by end of every week.
- Proper work to be maintained and signature from the Industry/institute mentor to be obtained on weekly basis which would be reviewed by project guide and panel members during the review.
- Students should attend all the reviews without fail.
- Internal assessment would be strictly based on attendance, performance and reports.
- The expert members are to be invited from reputed industries, other institution and inter departments for final project review
- Students should come prepared with a Presentation, report and relevant documents and related simulation/hardware/sample code for every review.
- Students should be punctual on the review date and no change of date will be provided under any circumstances.

9. Documentation and Submission

The bound copies of the report should be submitted within the given deadline to the guide and subsequently to the project coordinator. Late submission may not be acceptable; if allowed, it will necessarily invite a consequence, which may be reflected in the grade. Students should submit 2 hard copy of report and one electronic copy in CD to the Department.

Make sure that the certificate in your report is signed by your guide before you make the final submission of the report.

Undergraduate students report must be bounded with white cover and blue tape on the bounded side with cover page content printed on top and postgraduate students must hard bind their report with blue cover which also must contain contents of cover page in golden colour printed on top.

Project report should be in Times new Roman with font size 12 pts for contents, Bolt Times New Roman with font size 14 pts for headings and Italics Times New Roman with size 12 pts for sub heading

Source code must be burnt in CD and then include in the report.

Students are to submit spiral bound copies during Review 3 and then finally after correction they must submit two signed copies of report during their final review.
The sequence in which the project report should be arranged and bound is as follows:

1. Cover Page
2. Title Page
3. Declaration Certificate
4. Project Completion Certificate
5. Certificate of acceptance
6. Bonafide Certificate and Certificate from industry
7. Abstract
8. Acknowledgement
9. Table of Contents
10. List of tables
11. List of Figures
12. List of Symbols, Abbreviations
13. Chapters I, II…
14. Appendices
15. References

9.1 CHAPTERS

In the chapters section of report, following chapters must be included

Chapter I INTRODUCTION

The Introduction tells the reader what the report is about. It sets the project in its wider context, and provides the background information the reader needs to understand the report. The Introduction: introduces the topic of the report in context.

Chapter II LITERATURE REVIEW

A literature review is a critical analysis of published sources, or literature, on a particular topic. It is an assessment of the literature and provides a summary, classification, comparison and evaluation. At postgraduate level literature reviews can be incorporated into an article, a research report or thesis.

Chapter III PROBLEM STATEMENT, MOTIVATION AND OBJECTIVES

A problem statement is a clear concise description of the issue(s) that need(s) to be addressed by a problem solving team. It is used to center and focus the team at the beginning, keep the team on track during the effort, and is used to validate that the effort delivered an outcome that solves the problem statement.

The motivation for doing this project is primarily an interest in undertaking a challenging project in an interesting area of research.

Reports communicate information which has been compiled as a result of research and analysis of data and of issues. Reports can cover a wide range of topics, but usually focus on transmitting information with a clear purpose, to a specific audience. Good reports are documents that are accurate, **objective** and complete.

Chapter IV METHODOLOGY

This usually defines the approach taken to meet the objectives set previously. For a product based project it usually contains Requirement gathering and analysis, Design etc. and/or it could also be an algorithm etc.

Chapter V RESULTS, CONCLUSION/FINDINGS & FUTURE SCOPE

As name suggests, this chapter should contain outputs, conclusion/ findings and future scope for the project.

Chapter VI SUMMARY

This should contain brief about the project undertaken, within a page or two.

9.2 REFERENCES

Reference must be chronologically ordered with latest first. Web references must contain complete address of the article referred**.** References must be in Time New Roman with font size 10 pts.

The template will number citations consecutively within brackets [1]. The sentence punctuation follows the bracket [2]. Refer simply to the reference number, as in [3]—do not use "Ref. [3]" or "reference [3]" except at the beginning of a sentence: "Reference [3] was the first ..."

Number footnotes separately in superscripts. Place the actual footnote at the bottom of the column in which it was cited. Do not put footnotes in the abstract or reference list. Use letters for table footnotes.

Unless there are six authors or more give all authors' names; do not use "et al.". Papers that have not been published, even if they have been submitted for publication, should be cited as "unpublished" [4]. Papers that have been accepted for publication should be cited as "in press" [5]. Capitalize only the first word in a paper title, except for proper nouns and element symbols.

For papers published in translation journals, please give the English citation first, followed by the original foreign-language citation [6].

[1] G. Eason, B. Noble, and I. N. Sneddon, "On certain integrals of Lipschitz-Hankel type involving products of Bessel functions," Phil. Trans. Roy. Soc. London, vol. A247, pp. 529–551, April 1955. *(references)*

[2] J. Clerk Maxwell, A Treatise on Electricity and Magnetism, 3rd ed., vol. 2. Oxford: Clarendon, 1892, pp.68–73.

[3] I. S. Jacobs and C. P. Bean, "Fine particles, thin films and exchange anisotropy," in Magnetism, vol. III, G. T. Rado and H. Suhl, Eds. New York: Academic, 1963, pp. 271–350.

[4] K. Elissa, "Title of paper if known," unpublished.

[5] R. Nicole, "Title of paper with only first word capitalized," J. Name Stand. Abbrev., in press.

[6] Y. Yorozu, M. Hirano, K. Oka, and Y. Tagawa, "Electron spectroscopy studies on magneto-optical media and plastic substrate interface," IEEE Transl. J. Magn. Japan, vol. 2, pp. 740–741, August 1987 [Digests 9th Annual Conf. Magnetics Japan, p. 301, 1982].

[7] M. Young, The Technical Writer's Handbook. Mill Valley, CA: University Science, 1989.

ANNEXURE I- PROJECT APPROVAL FORM

Shri Ramasamy Memorial University, Sikkim
(Sikkim Act, No.13 of 2013)
5th Mile, Tadong, Gangtok, Sikkim 737102
SCHOOL OF INFORMATION TECHNOLOGY

PROJECT APPROVAL FORM (2022-2023)

Programme :

Batch No :

Project Members :

S.No	Registration No.	Name	Signature
1			
2			
3			

Area / Domain :

Title of the Project :

Supervisor (Preference): 1.

2.

3.

Attachment : **Abstract – One Page Write-up**

: **No of Referred Journals - _____**

Remarks:

(Recommended/Not Recommended)

Signature of the Guide

Project Coordinator HOD/IT

ANNEXURE II- PROJECT DIARY FRONT PAGE

SHRI RAMASAMY MEMORIAL UNIVERSITY, SIKKIM

5th Mile, Tadong, Gangtok, Sikkim 737102

SCHOOL OF INFORMATION TECHNOLOGY

PROJECT WORK DIARY – 2022 - 2023

SCHOOL OF INFORMATION TECHNOLOGY

VI SEMESTER PROJECT WORK

Number of Students in Project Team & Batch Number	
Name of the students With Reg. No	
Title of the Project	

Industry/ Internal Project	
External / Internal Guide	

Signature of the Guide

Project Coordinator HOD/IT

ANNEXURE III- PROJECT EVALUATION FORM

SRM UNIVERSITY Sikkim	**SHRI RAMASAMY MEMORIAL UNIVERSITY, SIKKIM** **SCHOOL OF INFORMATION TECHNOLOGY**

Project Title :	**REVIEW NO:** **Date :**

Candidate Details

S.No	Register No	Candidate Name	Guided By
1			

Candidate Contribution and Performance

Subject Matter	**Marks**	
Presentation and Communication Skills		
Innovation and Contribution		
Demonstration/Results and Discussion		
Documentation / Project Report		
Viva Voce		
Total		

Project Assessment Committee	Designation	Comments	Signature
1.	HoD		

2.	Project Coordinator		
3.	Project Guide		
4.	Expert Members		

APPENDIX I-COVER PAGE

A Project Report on

[Project Title]

Submitted by

Student Name [Reg. No.]

Under the supervision and guidance of

Dr/Mr/Ms[Name of the Guide]

[Designation], Internal Guide

quirements for the award of Degree in

mputer Applications]

ch [from-to]

Submitted to the

SCHOOL OF INFORMATION TECHNOLOGY

SRM UNIVERSITY SIKKIM

TADONG, GANGTOK, EAST SIKKIM – 737102

APPENDIX II-DECLERATION BY STUDENTS

DECLARATION

I/We hereby declare that the work recorded in this project report entitled "[Project Title]," in partial fulfillment for the requirements for the award of Degree in [Master of Computer Applications] from SRM University Sikkim, is a faithful and bonafide work carried out under the supervision and guidance of Dr/Mr/Ms [Guide Name/s] [Designation] from [from date] to [to date].

The results of this investigation reported in this project have so far not been reported for any other Degree / Diploma or other Technical forum.

The assistance and help received during the course of the investigation have been duly acknowledged.

[SUTDENT SIGNATURE]

Name

Registration No

APPENDIX III-CERTIFICATE OF ACCEPTANCE

CERTIFICATE OF ACCEPTANCE

This is to certify that [Mr/Ms ……..,…….. bearing Registration No. [Reg no] of School of Information Technology, SRM University Sikkim has worked on the project entitled "……..." under the supervision of Dr/Mr/Ms [Guide Name], [Designation], School of Information Technology, Shri Ramasamy Memorial University Sikkim. The project was carried out from….. to ……. .

The project is hereby accepted by the School of Information Technology, SRM University Sikkim, in partial fulfilment of the requirements for the award of Degree in [Master of Computer Application].

[NAME OF HOD]
HOD(IT)
School of Information Technology
SRM University Sikkim

APPENDIX IV- BONAFIDE CERTIFICATE

BONAFIDE CERTIFICATE

Certified that this project report titled "**TITLE OF THE PROJECT**" is the bonafide work of **NAME (REG.NO)** who carried out the research under my supervision. Certified further, that to the best of my knowledge the work reported herein is not part of any other project report or dissertation on the basis of which a degree or award was conferred on an earlier occasion to this or any other candidate.

Submitted for the viva-voce examination held on _____

HOD- School of IT **GUIDE**

ASSOCIATE DEAN

INTERNAL EXAMINER **EXTERNAL EXAMINER**