

DEPARTMENT OF M.C.A
C.H.M.COLLEGE FOR ADVANCED STUDIES
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THIRUVANANTHAPURAM

PROJECT REPORT MANUAL

1. ARRANGEMENT OF CONTENTS:

The sequence in which the project report material should be arranged and bound should be as follows:

1. Cover Page & Title Page
2. Bonafide Certificate
3. Certificate from Company
4. Acknowledgement
5. Abstract
6. Table of Contents
7. List of Tables
8. List of Figures
9. List of Symbols
10. Chapters
11. Appendix
12. Bibliography

2. PAGE DIMENSION AND BINDING SPECIFICATIONS:

1. The dimension of the project report should be in A4 size. The project report should be bound using flexible cover of the thick **black** color cover with **Calico Binding** . The cover should be **printed in golden letters** and the text for printing should be identical. Title of the project and year should be printed in the spine of the record.
2. MARGIN 1 1/2`` Left, 1 `` Right, 1 `` Top, 1 `` Bottom)

3. PREPARATION FORMAT:

- 3.1 **Cover Page & Title Page** – A specimen copy of the Cover page & Title page of the project report are given in **Appendix 1**.
- 3.2 **Bonafide Certificate** – The Bonafide Certificate shall be in double line spacing using Font Style Times New Roman and Font Size 12, as per the format in **Appendix 2**.
- 3.3 **Acknowledgement-**. The word ACKNOWLEDGMENT must be centered, in capital letters, at the top of the page. The acknowledgment is indented five spaces as

a paragraph a triple space below the heading. The acknowledgment must not exceed one page in length.

- 3.4 Abstract** – Abstract should be one page synopsis of the project report typed double line spacing, Font Style Times New Roman and Font Size 12.
- 3.5 Table of Contents** – The words TABLE OF CONTENTS must appear in capital letters centered on the top line of the page. Triple spaced below the heading at the right margin (one inch from the edge of the paper) the word "Page" must appear. On the next line, the first heading of the Preliminary section appears at the left margin (one and one-half inches from the edge of paper), all in capitals and then followed by a series of periods extending to two spaces before the space immediately below the P in the word "Page." Periods in subsequent lines should be aligned with those in this first line. No period should follow the section titles. The last digit of the column of page numbers should fall under the "e" in the word "Page." The word CHAPTER follows the list of preliminary pages double-spaced and at the left margin. On the next single spaced line the capital Roman numeral I and a period "I." Must appear under the letters E and R respectively in CHAPTER. The Chapter titles follow in the third spaces after the periods, with all capitals just as they appear on the pages indicated. CHAPTER I must always be page 1.

Major sections are separated by double spaces above and below them. Sub-headings are indented two additional spaces and are single spaced. If the major heading is more than one line long, it should be continued on the next line, flush with the initial line of the heading. Every chapter title and first order sub-heading title must appear in the Table of Contents exactly as shown on the page indicated. If a sub-heading is more than one line long, then the carry over should be indented two additional spaces. Second or third order sub-headings normally are not included in the Table of Contents. A specimen copy of the Table of Contents of the project report is given in **Appendix 3**.

- 3.6 List of Tables** –. A specimen copy of the List of Table is given in **Appendix 6** and Table is given in **Appendix 4** One and a half spacing should be adopted for typing the matter under this head.
- 3.7 List of Figures**- A specimen copy of the List of Figure is given in **Appendix 7** and Figure is given in **Appendix 5**

3.8 List of Symbols- A specimen copy of the List of Symbols is given in **Appendix 8**

3.8 List of References –The listing of references should be typed 4 spaces below the heading “REFERENCES” in alphabetical order in single spacing left – justified. Name of the author should be represented using first three capital letters and two numerals denoting the year of publication. For example see below. The references should be arranged in alphabetical order of the reference used in square brackets and it should not be numbered.

[EMA95] Elias M Awas ‘System Analysis and Design-Second Edition, 1995’

[ELH89] Ellis Horowitz ‘Computer Algorithms, 1989’

4. TYPING INSTRUCTIONS:

The impression on the typed copies should be black in colour.

One and a half spacing should be used for typing the general text. The general text shall be typed in the Font style ‘Times New Roman’ and Font size 12.

FOOTER:

Dept. of M.C.A., C.H.M.M. College for Advanced Studies. Page_no

Dept. of M.C.A., C.H.M.M. College for Advanced Studies aligned to the left of the page.

Page_no aligned to the right of the page.

Only footers for Chapters, i.e. after introductory pages.

Every page of a report has a number whether the number is printed on the page or not. Pages in the preliminaries preceeding Chapter 1 are numbered consecutively in lower case Roman numerals centered one-half inch from the bottom of each page.

APPENDIX 1

(A typical Specimen of Cover Page & Title Page)

TITLE OF PROJECT REPORT

<1.5 line spacing>

A PROJECT REPORT

<Bold>

Submitted by

<Italic><Bold>

NAME OF THE CANDIDATE

in partial fulfillment for the award of the degree

of

<1.5 line spacing><Italic>

NAME OF THE DEGREE

(COLLEGE LOGO)

NAME OF THE COLLEGE

NAME OF THE UNIVERSITY

MONTH & YEAR

APPENDIX 2

(Specimen of the Bonafide Certificate)

**HAJI C.H.M.M. COLLEGE FOR ADVANCED STUDIES
CHAVARCODE, PALAYAMKUNNU P O – 695146
THIRUVANANTHAPURAM DIST
KERALA**

MASTER OF COMPUTER APPLICATIONS

BONAFIDE CERTIFICATE

Certified that this project report **“TITLE OF THE PROJECT”** is the bonafide work of
NAME OF THE CANDIDATE who carried out the project work under my supervision.

Reg.No:

HEAD OF THE DEPARTMENT

<< Name>>

<<Designation>>

INTERNAL GUIDE

<< Name>>

<< Designation>>

EXTERNAL EXAMINER

APPENDIX 3
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APPENDIX 4
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Table 5.2. Login

Field Name	Data type	Size	Constraints	Description
UserID	Varchar	10	PrimaryKey	To identify each user
Pwd	Varchar	10	Not NULL	Password of each user

APPENDIX 5
(Specimen copy of the Figure)

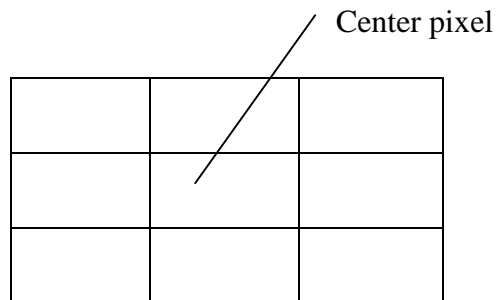


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(Specimen copy of List of Symbols)

LIST OF SYMBOLS

Symbol	Definition
MSE	Mean Square Error

PROJECT DAIRY:

The progress of the work should be noted in a book, which should be signed by both internal and external Guide. The students are supposed to present the dairy at the time of all the review conducted by the Department and the University.

PAGE SETTINGS

1. A4 SIZE PAPER
2. MARGIN 1 1/2" L, 1" R, 1" T, 1" B
3. LINE SPACING 1 ½
4. START A CHAPTER IN NEW PAGE
5. FONT SIZE
 - a) heading -12 <Bold>
 - b) subheading -12
 - c) body – 12
 - d) Times New Roman
6. No of copies: - 2 hardcopy & one softcopy in CD