A MANUAL FOR PREPARATION OF PROJECT REPORT

1. **GENERAL:**

   The manual is intended to provide broad guidelines to the MCA candidates in the preparation of the project report.

2. **NUMBER OF COPIES TO BE SUBMITTED:**

   Each student should submit 2 copies of report to the Head of the Department concerned on or before the specified date **(28.10.2025)**. The Head of the Department will be handing over (i) One copy to the Department library and (ii) One copy to the student concerned.

3. **SIZE OF PROJECT REPORT:**

   The size of the report considering the typed matter reckoned from the first page of Chapter 1 to the last page.

   Minimum: 60 pages
   Maximum: 70 pages

4. **ARRANGEMENT OF CONTENTS OF PROJECT REPORT:**

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

   1. COVER & TITLE PAGE –as per the given format
   2. BONAFIDE CERTIFICATE
   3. ACKNOWLEDGEMENT
   4. ABSTRACT
   5. TABLE OF CONTENTS
   6. LIST OF TABLES
   7. LIST OF FIGURES
   8. CHAPTERS
   9. REFERENCES

   The Tables and Figures shall be introduced in the appropriate places.

5.   PAGE DIMENSIONS AND MARGIN:

The dimensions of the final bound copies of the project report should be 290mm x 205mm. Standard A4 size (297mm x 210mm) paper may be used for preparing the copies.

The final 2 copies of the report (at the time of submission) should have the following page margins:

Top edge	: 2 inches
Bottom edge	: 2 inches
Left side	: 2 inches
Right side	: 2 inches

The project report should be prepared on good quality white paper preferably not lower than 80 gms /Sq. Meter.

Tables and figures should conform to the margin specifications. Large size figures should be photographically or otherwise reduced to the appropriate size before insertion.

6.   MANUSCRIPT PREPARATION:

The candidates shall supply a typed copy of the manuscript to the guide for the purpose of approval. In the preparation of the manuscript, care should be taken to ensure that all textual matter is typed to the extent possible in the same format as may be required for the final project report.

Hence, some of the information required for the final typing of the project report is included also in this section.

The headings of all chapters should be typed in capital letters without punctuation and centered 50mm below the top of the page. The text should commence 4 spaces below this heading. The page numbering for all items 3 to 7 should be done using lower case Roman numerals and the pages thereafter should be numbered using Arabic numerals. Chapters must be separated with a single page with chapter title center aligned.

6.1   **Title page** – A specimen copy of the title page for the report are given Same page need to be printed on the front of the document cover.

6.2   **Bonafide Certificate** – Using double spacing for typing the Bonafide Certificate given in the format:

6.3.   **Abstract** – Abstract should be an essay type of narrative not exceeding 1.5 pages, outlining the topic.

6.4.   **Acknowledgement** – It should be brief and should not exceed one page when typed double spacing.

6.5.   **Table of contents** – The table of contents should list all material following it as well as any material which precedes it. The title page, bonafide certificate and acknowledgement will not find a place among the items listed in the table of

contents but the page numbers of which are in lower case Roman letters. One and a half spacing should be adopted for typing the matter under this head.

6.6.   **List of Tables** – The list should use exactly the same captions as they appear above the tables in the text. One and a half spacing should be adopted for typing the matter under this head.

6.7.   **List of Figures** – The list should use exactly the same captions as they appear below the figures in the text. One and a half spacing should be adopted for typing the matter under this head.

6.8.   **List of Symbols, Abbreviations and Nomenclature** – One and a half spacing should be adopted for typing the matter under this head. Standard symbols, abbreviations etc. should be used.

6.9.   **Chapters** – The chapters may be broadly divided into 3 parts (i) Introductory chapter, (ii) Chapters developing the topic of the project report, (iii) Conclusion and References.

- The main text will be divided into several chapters and each chapter may be further divided into several divisions and sub-division.

- Each chapter should be given an appropriate title.

- Tables and figures in a chapter should be placed in the immediate vicinity of the reference where they are cited.

- Footnotes should be used sparingly. They should be typed single space and placed directly underneath in the very same page which refers to the material they annotate.

Order of Documents:

CHAPTER 1: INTRODUCTION
1.1 Introduction to the Project
1.2 Organization Profile
1.3 Objectives of the Project
1.4 Scope and Applicability

CHAPTER 2: REQUIREMENTS AND ANALYSIS
2.1 Existing System / Problem Statement
2.2 Proposed System / Solution Overview
2.3 Feasibility Study
2.4 Conceptual Modelling (E-R Diagram, if applicable)
2.5 Planning and Scheduling

CHAPTER 3: SYSTEM SPECIFICATION
3.1 Software and Hardware Requirements
3.2 Functional Specifications (Use Case Diagrams)
3.3 Tools and Platforms Used

CHAPTER 4: SYSTEM DESIGN
4.1 Module Descriptions
4.2 Data / Schema Design (Constraints & Integrity)
4.3 Procedural / Flow Design (Flowcharts, Class/Interaction/Activity Diagrams)
4.4 User Interface Design

CHAPTER 5: AGILE / DEVELOPMENT METHODOLOGY
5.1 Project Roadmap / Schedule
5.2 User Stories / Sprint Planning
5.3 Test Plan

CHAPTER 6: IMPLEMENTATION AND TESTING
6.1 Implementation Procedures
6.2 Testing Methods and Results

CHAPTER 7: CONCLUSIONS
7.1 Summary
7.2 Limitations
7.3 Future Scope

CHAPTER 8: APPENDICES
8.1 Screenshots
8.2 Sample Code / Queries

CHAPTER 9: REFERENCES

6.10. **Appendices** – Appendices are provided to give supplementary information, which if included in the main text may serve as a distraction and cloud the central theme under discussion.

- Appendices should be numbered using Arabic numerals, e.g. Appendix 1, Appendix 2, etc.
- Appendices, Tables and References appearing in appendices should be numbered and referred to in appropriate places just as in the case of chapters.

6.11. **List of References** – Any work of other researcher is used either directly or indirectly the origin of the material thus referred to in appropriate places in the report should be indicated. A paper, a monograph or a book may be designated by the name of the first author followed by the year of publication, placed inside brackets at the appropriate places in the project report should be indicated. A paper, a monograph or a book may be designated by the name of the first author followed by the year of publication, placed inside brackets at the appropriate place of reference. The citation may assume any one of the following forms.

The listed should be typed 4 space below the heading "REFERENCES" in alphabetical order in single spacing left-justified. The reference material should be listed in the alphabetical order of the first author. The name of the author/authors should be immediately followed by the year and other details. A typical illustrative list given below relates to the citation examples quoted above.

REFERENCES

1   Smith, J. A., & Lee, R. (2020). Deep learning for lung nodule detection. *International Journal of Medical Informatics*, 142, 104234. https://doi.org/10.1016/j.ijmedinf.2020.1042344 <<Journal reference>>

2   World Health Organization, "Artificial intelligence in health care," *WHO*, Jun. 15, 2023. [Online]. Available: https://www.who.int/news-room/fact-sheets/detail/artificial-intelligence-in-health-care. << Website reference>>

6.12 Tables and Figures – By the word Table, is meant tabulated data in the body of the project report as well as in the appendices. All other material used in the body of the report and appendices such as charts, graphs, maps, photographs and diagrams may be designated as figures. A table or figure including caption should be accommodated within the prescribed margin limits and appear on the page following the page where their first reference is made. Tables and figures on half page or less in length may appear on the same page along with the text. However, they should be separated from the text both above and below by triple spacing.

All tables and figures should be prepared on the same paper or material used for the preparation of the rest of the project report.

For preparing captions, numerals, symbols or characters in the case of tables or figures, the Computer should be used.

Two or more small tables or figures may be grouped if necessary in a single page.

Whenever possible, the entire photograph(s) may be reproduced on a full sheet of photographic paper.

Photographs, if any, should be included in the colour xerox form only. More than one photograph can be included in a page.

Samples of Fabric, Leather, etc., if absolutely necessary may be attached evenly in a page and fixed/pasted suitably and should be treated as figures.

7.   **TYPING INSTRUCTIONS**

7.1   **General**

This section includes additional information for final typing of the project report. Some information given earlier under 'Manuscript preparation' shall also be referred.

The impressions on the typed copies should be black in colour and the font type should be Times New Roman throughout the document. Uniformity in the font of letters in the same project report shall be observed. A sub- heading at the bottom of a page must have at least two full lines below it or else it should be carried over to the next page.

The last word of any page should not be split using a hyphen. One and a half spacing should be used for typing the general text. Single spacing should be used for typing:

<div style="margin-left: 2em;">

(i)   Long Tables
(ii)   Long quotations
(iii)   Foot notes
(iv)   Multiline captions
(v)   References

</div>

All quotations exceeding one line should be typed in an indented space – the indentation being 15mm from either margins.

Double spacing should be used for typing the Bonafide Certificate and acknowledgement.

7.2. **Chapters**

The format for typing chapter headings, divisions headings and sub division headings are explained through the following illustrative examples.

Chapter heading	:	CHAPTER 1
Division heading		INTRODUCTION
Division heading	:	1.1 OUTLINE OF PROJECT
REPORT Sub-division heading	:	1.1.2. Literature review.

The word CHAPTER without punctuation should be centered 50mm down from the top of the page. Two spaces below, the title of the chapter should be typed centrally in capital letters. The text should commence 4 spaces below this title, the first letter of the text starting 20mm, inside from the left hand margin.

The division and sub-division captions along with their numberings should be left-justified. The typed material directly below division or sub-division heading should commence 2 spaces below it and should be offset 20mm from the left hand margin. Within a division or sub-division, paragraphs are permitted. Even paragraph should commence 3 spaces below the last line of the preceding paragraph, the first letter in the paragraph being offset from the left hand margin by 20mm.

8. **NUMBERING INSTRUCTIONS**

8.1. **Page Numbering, Header and Footer**

All pages' numbers (whether it be in Roman or Arabic numbers) should be typed without punctuation on the **bottom middle of the page.** The preliminary pages of the project report (such as Title page, Acknowledgement, Table of Contents etc.) should be numbered in lower case Roman numerals. The title page will be numbered as (i) but this should not be typed. The page immediately following the title page shall be numbered (ii) and it should appear at the bottom middle of the page as already specified. Pages of main text, starting with Chapter 1 should be consecutively numbered using Arabic numerals.

Starting with Chapter 1, the **<<title of your project>> should be typed on the top right hand corner of the page** with the last word in line with the right hand margin.

No other content to be given in the header and footer.

8.2 **Numbering of Chapters, Divisions and Sub-Divisions**

The numbering of chapters, divisions and sub-divisions should be done, using Arabic numerals only and further decimal notation should be used for numbering the divisions and sub-divisions within a chapter. For example, sub-division 4 under division 3 belonging to chapter 2 should be numbered as 2.3.4. The caption for the sub-division should immediately follow the number assigned to it.

Every chapter beginning with the first chapter should be serially numbered using Arabic numerals. Appendices included should also be numbered in an identical manner starting with Appendix 1.

8.2. **Numbering of Tables and Figures**

Tables and Figures appearing anywhere in the project report should bear appropriate numbers. The rule for assigning such numbers is illustrated through an example. Thus if as figure in Chapter 3, happens to be the fourth then assign 3.4 to that figure. Identical rules apply for tables except that the word Figures is replaced by the word Table. If figures (or tables) appear in appendices, then figure 3 in Appendix 2 will be designated as Figure A 2.3. If a table to be continued into the next page this may be done, but no line should be drawn underneath an unfinished table. The top line of the table continued into the next page should, for example read Table 2.1 (continued) placed centrally and underlined.

9. **BINDING SPECIFICATIONS**

Project report should be soft bound. The cover should be printed in black letters and the text / logo for printing should be identical to what has been prescribed for the title page. Three OHP sheets should be used in separating the main pages like declaration, certificate and bonafide.