**IV SEMESTER FINAL PROJECT - 2024 - 2025**

**Guidelines for Documentation,  Project Binding  and Presentation**

**Please note the following points while preparing the final project report.**

**1. Documentation**

 Font : Times New Roman, Font Size 12

1.5 line spacing

Sub Headings Font Size 14 Bold

Main Headings  (Chapter Headings) Font Size 16 Bold

Uniform alignment of paragraph is expected.

Justification

Left Margin 1.25 (or 1.5) is mandatory

Get approval of the documentation from your guide before giving for hard binding.

**The soft copy of the documentation should be submitted as two separate files.**

The file name should include your registration number

**File no 1.**

**filename   : frontpages<regno>**

 Front page, Certificate page, Acknowledgement, Synopsis  and Contents page

(While Binding Include the Original Project Completion Certificate in the appropriate place)

**File no 2**

Remaining documentation starts from Introduction.

( Page numbers should start only from the introduction page)

**filename   : projdocument<regno>**

 (include your regno in your file names as mentioned above)

**Before taking the printout check the page alignment.**

**Use executive bond sheets for taking print outs if required**

2. **Project Book Binding**

Contents of the cover page should be same as the first page.

**Soft Binding Light Blue Color 2 Copies**

Before giving for printing check the page alignment, convert to PDF then give for final printing

Before Binding check for the page alignment especially Cover page and front pages

Sample Project Reports   are available in the MCA Library for reference.

Colour print outs can be used where ever necessary.

Transparent sheets/OHP sheets can be included where ever necessary.

Two Copies of Project Report (HARD BINDING).

One copy should be submitted to the Department/college and one for you after the examination. (if company needs,you have take one more copy)

**3. Presentation**

Prepare Project Presentation with all the details. Minimum of 25 slides should be included

Get approval of the project presentation from the respective guide. Sample presentation is available in the MCA Library

Scanned copy of Project confirmation letter, project completion certificate and softcopy of the project presentation and project documentation should be submitted through Google form before the commencement of the examination

**Important Note**: Hard Copy of the Company certificate should be submitted to the head of the department.

For any clarifications you can call me or send mail.