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[NACC Accredited with B+ Grade]

MBA (IT) Semester IV – Project Work
Guidelines for Practical Training and Project Work during Summer Internship

Each student shall have to undergo a practical training for a period of not less than 45 days during the vacation at the end of third semester. Based on the actual training during the vacation, the student shall write a project report on the topic selected under the guidance of a faculty and submit **two** hard-bound copies (Black Rexene with Golden Embossing as per format given by University/Institute) of the same to the Director of the institute before **30th July**. The project Report shall be assessed both internally (150 marks) and externally (150 marks) .For external evaluation there will be a viva voce at the end of fourth semester. Such viva-voce shall be conducted by a panel of two referees appointed by the University/Institute.

1. COMPONENTS OF A PROJECT REPORT

The sequence of arranging & binding the project report material will be as follows.

Part: I Preliminary Pages
1. Cover Page & Title page
2. College Certificate
3. Company Certificate
4. Declaration by the Student
5. Certificate by the Guide
6. Acknowledgment
7. Abstract/ Executive Summary: *The abstract of a paper provides an overview of the purpose, process and outcome of the project work described in the paper. It is a snappy summary of the project topic, stating the central problem, issue or phenomenon and where the gap lays for the project you want to undertake together with an indication of what and how you want to achieve. Limit yourself to a maximum of 350 words.*
8. Table of Contents
9. List of table (if any)
10. List of Figures (if any)
11. Chapters (body of text)

Part: II Body of Text		
Chapter 1: Introduction		
1.1	Object of the Project	*Importance of the Project work as a part of **MBA (IT)** curriculum of SPPU of Pune.*
1.2	Introduction (selection of the topic)	*Provides a brief yet lively introduction to the subject/problem, its context, important theoretical notions, major methodological approach, the relevance and expected results. Someone who has read your introduction should know what this project is all about and how you intend to approach it in terms of theory and methodology.*
1.3	Objectives of the study	*Specific, clear and to the point statements of intended outcomes from the project you will undertake.*
1.4	Scope of the study	*Spend a paragraph on the exact area of your project for example period of time, language (when it comes, e.g., to a literature review), subject, disciplines involved, sampling, unit of analysis (e.g., policy, programs, activities, actual behaviours etc.). Make clear in what way and to what*

		extent claims for generalizability can be made or what the limits are.
1.5	Proposed System i.e. Rationale contribution of the study	*Provide the rationale for doing the project on the specified topic, why project needs to be done on this particular topic or problem, what the particular angle and substance is you bring to either the field of the existing body of knowledge. Make clear references to existing literature, show gaps in knowledge, the potential usefulness of a methodology you have in mind, possible benefits of outcomes (understanding, practice, policy, theory etc.) and for whom(e.g. projector, organization, society etc.). Provide a limited number of key references to support your case and also in order to demonstrate that you are aware of the existing body of knowledge regarding the topic you want to project.*
1.6	Limitations of the study	*Difficulties & problems came across while doing the project work. And errors unveiled during analysis and compilation.*
Chapter 2 Project Methodology/System Analysis		
2.1	Method of study	▪ *Survey* ▪ *Project Design* ▪ *Requirements Determination* ▪ *Hardware and Software Requirements* ▪ *For both Client & Server as well as Front & Back* ▪ *Feasibility Study* *Note: Use SDLC and its Models……..*
2.2	System Requirement Specification i.e. Sampling	*User Interface and Application Interface Specification* ▪ *Frame (Stakeholders and there modules)* ▪ *Size, determination of sample size (Who use? Stakeholders)* ▪ *Numbers of samples (Collection of Stakeholders s Records)* ▪ *Method of Selection (Why these Stakeholders?)*
2.3	Data Collection	▪ *Database Design including file layout* ▪ *Data Type/Data Dictionary/Data Description* ▪ *Collection- Instruments, Tools & Techniques used* ▪ *Measurement scales (How many modules? How many Data dictionaries? How many Records? Etc.)*
2.4	Presentation of Data, Tools of analysis & Interpretation	▪ *Editing & Coding- Cleaning and organizing the data for analysis (Data Preparation)* ▪ *Presentation of Data (Methods e.g. Tables, bar chart, pie chart etc.)* ▪ *Describing the data (Descriptive Statistics)* ▪ *Analysis of Data (Univariate, Bivariate & Multivariate Methods of analysis e.g. factor analysis, cluster analysis, MDS etc.)* ▪ *Testing Hypotheses and Models (Inferential Statistics)*
Chapter 3 Profile of the Organisation (Give name of your organisation e.g. profile of ABC. Ltd.)		
3.1	History & General Information	The Background, The Promoters, The Company
3.2	Organisation	Nature, scope, Structure, departments, Shareholding etc.
3.3	Products/Activities	Product line, Features of the Product
3.4	Corporate & Functional Practices	*For - Software Development / Networking / Software Testing* a. *HRM / Finance / Marketing / Production / Inventory / CSR etc.* b. *Frontend / Backend Development* c. *Desktop Development* d. *Web Development* e. *Network Management* f. *Cloud Computing*

		g. *Mobile Application*
		h. *Other Information System etc.*

Chapter 4: System Design		
4.1	Meaning & Concepts of the topic: **For Software Development** - *Why we use Frontend as…. & Backend as …..etc.* **For Networking** – *Types/Topologies of Networking… Why I choose this topology…. etc.* **For Software Testing** – *Types of Testing …… Why I choose this Type of Testing…..etc.*	
4.2	Basic Theories of the Topic	*What theories, models or practices are particularly relevant to prepare or analyse your project topic and findings?*
4.3	Basic ideas of the Project on the selected topic	▪ *Process Design* **For Networking** ▪ *Network Diagrams* **For Software Development and Software Testing** ▪ *Entity Relationship Diagram ERD* ▪ *Use-case Diagram* ▪ *Activity Diagram* ▪ *Sequence Diagram* ▪ *Component Diagram* ▪ *Deployment Diagram*

Chapter 5: System Implementation		
5.1	Coding	**For Software Development** ▪ *Database Designing-Data Dictionary (Various Data tables)* ▪ *Sample Coding* ▪ *Sample Interfaces – Input / Output* ▪ *Sample Reports* **For Networking** ▪ *Installation and Implementation of Windows Server 2008/2012* ▪ *Installation and Configuration of DHCP and DNS Server* ▪ *Installation of LINUX* ▪ *Installation and Configuration of DHCP and DNS Server in LINUX* **For Software Testing** ▪ *Database Designing-Data Dictionary (Various Data tables)* ▪ *Sample Interfaces – Input / Output* ▪ *Bug/Defect Life Cycle* ▪ *Software Testing Levels and Phases* ▪ *Quality Assurance and its objectives* ▪ *Test Screen Shots and its Test Cases / Test Executions / Test Templates / Defect or Bug Reports / Test Summary Reports etc.*

- *This forms the core part of the project work and due importance should be given to the central objectives of the study.*
- *Sections can be made to these chapters as required, but in accordance to the objectives mentioned under Chapter 1 (1.3)*

Chapter 6: Conclusion & Suggestions		
7.1	Results/Conclusion/ Finding/ Observation	Positive aspects & Negative aspects
7.2	Suggestions/ Recommendations	General & on negative aspects.

Chapter 7: Future Enhancement

The project has a very vast scope in future. The project can be implemented on intranet in future. Project can be updated in near future as and when requirement for the same arises, as it is very flexible in terms of expansion. ***Likelihood of later improvement or advancement.***

Part: III End Pages

12. Abbreviations

13. Concepts

14. References/Bibliography

15. Appendices/Annexure

2. TYPING OF THE PROJECT REPORT:

- ➤ Type of Paper- Executive Bond (White)
- ➤ Paper Size- 8.27" x 11.69" (A4 Size)
- ➤ Font- Times New Roman
- ➤ Font Size-
  - ▪ Chapter Title- 22 (Bold)
  - ▪ Heading- 16 (bold)
  - ▪ Sub heading 14 (bold)
  - ▪ Body of Text 12 (normal)
  - ▪ Foot notes 10 (normal)
- ➤ Margins- 1" minimum from all four sides.
- ➤ Line spacing- 1.5 lines
- ➤ Text Alignment- justified
- ➤ Cover Sheet- Bound in Black Rexene with lettering in golden embossing or screen printing
- ➤ Binding- perfect binding with hard bound cover
- ➤ Printing- One sided only.

(Do use page border or borders around text. Do not insert tracing sheet, ornamental papers, designs etc.)

3. STYLE OF WRITING:

- ➤ Every chapter must begin on new page.
- ➤ There should be a space after a (.) or (,) (?) etc. and not before.
- ➤ There should be at least one blank line between two paragraphs.
- ➤ Page numbers are mandatory and should be given at the bottom (centre) only.
- ➤ Diagrams and figures should, as far as possible, follow immediately after they are referred to in the text.
- ➤ Diagrams and figures should be numbered as x.x (e.g. Fig. 3.1 for the first figure in chapter 3) in the text of the discussion. The actual diagram / table would be followed by the caption in the format: Fig. x.x: Figure Caption
- ➤ The Length of the report should be about min**100** to **250** pages.

4. REFERENCES & BIBLIOGRAPHY

Students are advised to follow APA Style (format) of citing references.

Books
Basic Format for Books
- Last name, First Initial. (Year). *Book title: Subtitle*. (Edition) [If other than the 1st]. Place: Publisher.

Book, Corporate Author
- Publication (Year). *Book title: Subtitle*. (Edition). Place: Author.

eBook from NetLibrary
- Author name (Year). *Book title: Subtitle*. (Edition). [NetLibrary Online Reader version]. Retrieved from http://www.netlibrary.com (websites address)

Encyclopedia Entry
- Author's Last name, First Initial. (Year). Article Title. In *Encyclopedia title*. (Vol. #, pp.# - #). Place: Publisher.

If no author is given for the entry, place the title in the author position. You do not need to include an edition statement if the encyclopedia is a first edition.

Example
- Perez, Jr., L. (2005). Cuba. In *The world book encyclopedia*. (Vol. 4, pp. 1168-1179). Chicago: World Book, Inc.

Periodicals (Magazines, Journals, & Newspapers)
Basic Format for Periodical Articles
- Last name, First Initial. (Year, Month Day). Article title. *Magazine/Journal/Newspaper Title*. *Volume number*(Issue number*), Page numbers, inclusive (the page numbers of the entire article)

Magazine Article, Monthly
- White, C. (2006, April). The spirit of disobedience. *Atlantic*, *312*(1871), 31-40.

Magazine Article, Weekly
- Tumulty, K. (2006, April 10). Should they stay or should they go? *Time*, *167*(15), 3-40.

Anonymous Author (Magazine or Journal)

- Class distinctions. (2006, April). *Psychology Today, 39*(2), 21.

Journal Article, with All Issues for a Volume Paged Consecutively

- Newman, J. L., Fuqua, D. R., Gray, E. A., & Simpson, D. B. (2006). Gender differences in the relationship of anger and depression in a clinical sample. *Journal of Counseling & Development*, *84*, 157-161.

Journal Article, with Each Issue Paged Separately (Include Issue Number)

- Knotts, H. G. &Haspel, M. (2006). The impact of gentrification on voter turnout. *Social Science Quarterly 87*(1), 110-121.

Newspaper Article (use pp. for page numbers of newspaper articles)

- Chavez, L. (2006, March 30). American dreams, foreign flags. *The New York Times*, p. A25.

Newspaper Article, Anonymous Author

- Religious leaders protest House immigration bill. (2006, April 11). *The Keene Sentinel*, p.2.

Basic Format for an Online Database Article Abstract

- Author's Last Name, First Initial. (Year, Month Day). Article title. *Magazine/Journal/Newspaper Title, Volume number*(Issue number), Page numbers. Abstract retrieved from URL of database homepage

Specific Example for an Online Database Article Abstract

- Haddad, A. D. M., Umoh, G., Bhatia, V. & Robertson, M. M.(2009).Adults with Tourette's Syndrome with or wihtout attention deficit hyperactivity disorder. ActaPsychiatricaScandinavica, 10(4), 299-308. Abstract retrieved from http://find.galegroup.com

Web Pages

Basic Format for a Web Page

- Author, Institution, Company, or Organization Responsible for the Web Page (if available). (Year, Month Day web page was last updated). Title or description of page. Retrieved Month Day, Year you visited the web site, from: URL (address of web site)
- Author: Sometimes the person or group responsible for the web page is hard to determine, but it's important that you figure it out. Check the top and bottom of the web page. Then check the top and bottom of the home page. Then look for a link like "About." A library staff person would be happy to help you discover who the author is.

Specific Web Page Example

- LD Online. (2006). Speech and language milestone chart. Retrieved April 11, 2006, from: http://www.ldonline.org/ld_indepth/speech-language/lda_milestones.html

5. ABBREVIATIONS

abbr.abbreviation, abbreviated **adj.***adjective* **adv.***adverb* **anon.** *anonymous* **c. (ca.)** *circa or around (used with dates)* **cap.***capital, capitalize* **cf.** *compare* **ch. (chap.)** *chapter* **colloq.***colloquial* **conj.***conjunction* **def.***definition* **doc.** *document* **ed.** *editor, edition, edited by* **e.g.** *for example (from the Latin exempli gratia)* **et al.** *and others (from the Latin et alii, et aliae, et alia)* **etc.** *and so on (from the Latin et cetera)* **fig.** *figure* **ibid.** *in the same place (from the Latin ibidem)* **i.e.** *that is (from the Latin id est)* **illus.** *illustration, illustrated by* **lang.***language* **narr.***narrator, narrated by* **NB** *take note (from the Latin nota bene)* **no.** *number* **obj.***object* **OED** *The Oxford English Dictionary***p., pp.** *page, pages* **par.***paragraph* **pl.***plural* **poss.***possessive* **prep.***preposition* **pron.***pronoun* **PS** *postscript* **pub.***publisher, published by* **qtd.***quoted* **rev.***revision, revised by* **rpt.** *reprint* **sec.** *section* **sing.***singular* **syn.***synonym* **trans.** *translation, translated by* **U or univ.** *university* **UP** *University Press* **v. or vb.***verb* **vol.** *volume* **vs.** *Versus* etc.*

6. SUBMISSION

Two Hard bound copies of Project Report along with a soft copy should be submitted on or before the scheduled date.

7. Internal/External Evaluation of Project Work : Project start in the month of May

Project Evaluation Phases Recommended			
Description	**Internal**	**External**	**TimeLine**
SRS Document	30	30	3rd Week
Design document	30	50	6th Week
Executable/User Interface	30	30	9th Week
Test plan and Documentation	30	40	12th Week
Project Viva/Presentation	30		

Total: Internal – 150 Marks and External 150 Marks.