

## Guidelines to Prepare -Project document

This document provides guidelines for writing and evaluating the technical specifications for a software project.

### **Writing the specification**

The purpose of the technical specification is to provide specific information about the how the project will be carried out with details about the products that will be delivered. The technical specification should include the following sections

### **Front Page**

Page 1	Title page
Page 2	Certificate
Page 3	Acknowledgement
Page 4	Contents
Page 5	Abstract
Page 6	List of Figures/ tables/screens
Page 7	symbols & Abbreviations

### **CONTENTS**

Abstract
List of Figures
List of Tables
List of Screens
Symbols & Abbreviations

### **1.1 Introduction**

1.2 Define the “Problem”

1.3 Objectives

### **2. Review of Literature**

### **3. Study Area**

3.1 Location and Extent

3.2 General Description of Study area

### **4. Materials & methods**

4.1 Materials used

4.2 Software Used

4.3 Data Processing

4.3.1 Digitization

4.5 Research Methodology

4.5.1 Steps in analysis. Include a flowchart (required).

## **5. Results**

## **6. Conclusion**

6.1 Overall conclusion

6.2 advantages and limitations in the application area

6.3 Future developments

## **REFERENCES / BIBLIOGRAPHY**

1. Author Name, Title of Paper/ Book, Publisher's Name, Year of publication
2. Full URL Address

## **Typing and Binding Of Research Project Report**

### **Font**

1. Chapter Names - 16 TIMES NEW ROMAN (Bold) All Caps
2. Headings - 14 TIMES NEW ROMAN (Bold) All Caps
3. Subheadings - 14 TIMES NEW ROMAN (Bold) Title Case
4. Sub –Sub Headings - 12 TIMES NEW ROMAN (Bold) Title Case
5. Body of Project - 12 TIMES NEW ROMAN
6. Text in Diagrams - 12 TIMES NEW ROMAN (All Lower Case)
7. Diagrams / Table Headings / Fig. Headings - 12' TIMES NEW ROMAN Title Case
8. If Any Text 12' TIMES NEW ROMAN (Title Case)

### **Spacing**

1. Two (2) Line Spacing between Heading and Body Text.
2. Line Spacing In Body Text should be 1.5
3. New Paragraphs Start With Single Tab.

### **Margins**

Left 1.5'	Right 1.0'
Top 1.0'	Bottom 1.0'

### **Page Numbers**

Position Bottom, Middle

1. Front Pages Small Roman Numbers  
(Excluding Title Page, Certificate Page, Acknowledgement Page)
2. Body Pages 1, 2, 3 .....
3. Annexure 1, 2, 3.....  
(Separate For Each Annexure)

**Pages:** Bond Paper    **Size:** A4Paper    **Color:** White

**Documentation:** Spiral Binding

A Project Report On

<<Title of the Project>>

Master/ Graduation

<<BCA/IMSCIT/MCA>>

Computer Application Department

Submitted

To



Computer Application Department  
Silver Oak University

Submitted By

<<Name of the Student>>

<<Enrollment No >>

Under the Guidance Of

<< Guide Name>>

<< Designation >>

