A Micro-Project Report

On

"TOPIC NAME"

Submitted on 'Date'

By

1.

2.

3.

4.

Under Guidance of

"Guide/Subject Teacher Name"

In

Three Years Diploma Program in Engineering & Technology of Maharashtra State Board of Technical Education, Mumbai (Autonomous)

ISO 9001:2015

At

Anjuman-I-Islam's Abdul Razzaq Kalsekar Polytechnic

Academic Year [20 - 20   ]

MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION, MUMBAI

Certificate

This is to certify that Mr. /Ms./Mrs. _____

Enrollment No: _____ of _____ **Semester** of **Diploma in Computer Engineering** at **Anjuman I Islam's Abdul Razzak Kalsekar Polytechnic,** has completed the **Micro Project** satisfactorily in Subject _____ in the academic year 20__ - 20__ as per the MSBTE prescribed curriculum of I Scheme.

Place: Enrollment No: _____

Date: /   /2022   Exam Seat No: _____

Project Guide   **Head of the Department**   **Principal**

Head of
Institute

Micro-Project Proposal

<u>Title of Micro-Project</u>

1.0 Aims/Benefits of the Micro-Project:

……………………………………………………………………………………………

……………………………………………………………………………………………

2.0 Course Outcomes Addressed:

    a) ……………………………………..

    b) ……………………………………..

    c) ……………………………………..

    d) ……………………………………..

3.0 Proposed Methodology (Brief description about procedure to be used in project)

……………………………………………………………………………………………

……………………………………………………………………………………………

4.0 Action Plan

Sr No.	Details of Activity	Planned Start Date	Planned Finish Date	Name of the Responsible Team Members

5.0 Resources Required

Sr No.	Name of Resources/Material	Specifications	Qty.	Remarks

    Names of Team Members with Enrollment No.:

    1. ………………………………………………………………

    2. ………………………………………………………………

    3. ………………………………………………………………

    4. ………………………………………………………………

Micro-Project Proposal

Title of Micro-Project

1.0 Rationale (Importance of project):

……………………………………………………………………………………………

……………………………………………………………………………………………

2.0 Aims/Benefits of the Micro-Project:

……………………………………………………………………………………………

……………………………………………………………………………………………

3.0 Course Outcomes Addressed:

a) ………………………………………..
b) ………………………………………..
c) ………………………………………..
d) ………………………………………..

4.0 Literature Review

……………………………………………………………………………………………

……………………………………………………………………………………………

5.0 Actual Method Followed (Step wise execution)

……………………………………………………………………………………………

……………………………………………………………………………………………

6.0 Actual Resources Used:

Sr No.	Name of Resources/Material	Specifications	Qty.	Remarks

Skill Developed:

……………………………………………………………………………………………

……………………………………………………………………………………………

Application:

……………………………………………

……………………………………………

Names of Team Members with Enrollment No.:

1. …………………………………………………………
2. …………………………………………………………
3. …………………………………………………………
4. …………………………………………………………

Evaluation Sheet for Micro Project

Academic Year: Name of Faculty:

Course: Course Code: Semester:

Title of the Project: …………………………………………………………………………....

COs Addressed by the Micro Project:

1. ……………………………………………
2. ……………………………………………
3. ……………………………………………

Major Learning Outcomes achieved by the students during this Project:

(a) Practical Outcome: ……………………………………………………………………

………………………………………………………………………………………………..

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(b) Unit Outcomes in Cognitive Domain: …………..

…………………………………………………………………………………………………

………………………………………………………………………………………………..

(c) Questions in effective Domain: …………………………………………………………

………………………………………………………………………………………………..

………………………………………………………………………………………………..

Comments/Suggestions about team work/leadership/inter-personal communication (if any)

…………………………………………………………………………………………………

…………………………………………………………………………………………………

…………………………………………………………………………………………………

…………………………………………………………………………………………………

Enrollment No.	Students Name	Marks out of 6 for performance of group activity	Marks out of 4 for performance in oral/ presentation	Total out of 10

(Name and Signature of the Faculty)

Micro-project Guidelines

- All contribution should be made in MS-word in A4 format with margins of [0.5" top and bottom, 2" left and right]
- Headers and footers should 0.5" (Header should contain subject name, Left Aligned title of the micro-project, Right Aligned; footer should contain the text 'Department of Computer Engineering', Left Aligned and Page Number, Right Aligned)
- Page Numbers should begin from Abstract(different first page)
- Title of the micro-project [Times New Roman, 14-point font, Bold, Uppercase, Centered, single space]
- Name(s) of the group members(s) [Times New Roman, 12-point font, Centered, single space]
- Report should be accompanied by an abstract of not more than 300 words along with keywords. [Times New Roman,12-point font, 1.15-line spacing]
- The word 'Abstract' should be of Times New Roman, 12-point font, Underlined, Centered aligned]
- Body of the report [Times New Roman, 12-point font, justified, 1.5-line space]
- Title of the Section [Times New Roman, Upper Case, 14-point font, Bold, 1.5-line space, Centered, numbered]
- Title of the Sub-Section [Times New Roman, 12-point font, Bold, 1.5-line space, numbered]
- Title of the Sub-Sub-Section [Times New Roman, 12-point font,UnderLined, justified, 1.5-line space, Italic, numbered]
- Tables, Figures should be included in the paper and should not be at the end of the paper. Tables and Figures should follow text.
- Proper labels and numbering should be given to tables and figures.
- Separate Index should be maintained for tables and figures respectively.
- Referencing style: Alphabetical, line spacing [0.5-Hanging indent and 1.0-Line spacing]
- Report should be of minimum 10 pages
- PPT should not contain paragraphs; it should be in bullet point format
- PPT should contain minimum 10 slides

Report must include

➢ Front page

➢ Certificate page

➢ Index (Index for Topic, tables and figures in this particular order)

➢ Abstract

➢ Action Plan (Annexure I and II)

➢ Introduction

➢ Hardware and Software requirements

➢ Algorithm and Flowchart

➢ Source Code

➢ Output

➢ Application

➢ Conclusion

➢ Reference

➢ Evaluation Sheet (Individual Evaluation Sheet)

➢ Teachers Evaluation Sheet (Group Evaluation Sheet)

PPT must include

➢ Cover Slide (Topic, Subject name, Group member's name, Guide name and college logo)

➢ Content (Index of all the slides)

➢ Introduction

➢ Algorithm and Flowchart

➢ Output of the Code

➢ Application

➢ Conclusion

➢ Reference

➢ Thank you