DEPARTMENT OF COMPUTER SCIENCE & INFORMATION TECHNOLOGY

GURU GHASIDAS VISHWAVIDYALAYA, BILASPUR

**GUIDELINES OF MAJOR PROJECT SUBMISSION**

**GENERAL GUIDELINES FROM THE DEPARTMENT**

1. Students are required to take up individual project in companies/Organizations/PSU/Govt. EDP Cell in Fourth Sem., other than the mini projects already taken up during previous semesters.

2. Project should be a real time work, at least of 3 months duration.

3. Project work may be application oriented or research oriented as per student’s interest.

4. Students undergone for project have to send the confirmation letter from the company within 30 days of joining. The letter should consist of following information: -

Company name, Guide/Supervisor (s) Name, Project Title,

Project start date Duration of project Project Type

Other information (if any).

5. **Two** progress reports (Format given in Annexure I&II) should be sent to the college during 3 months of Project work.

6. Students will have to deliver a formal seminar in the form of Power Point Presentation and 02 copies of Project Report are to be submitted during Internal Exam.

7. Softcopy (in MS-Word) of project report in the prescribed format is to be verified by project coordinator before final printing.

8. If project report is not as per the format and not a real time project, external guides have every right to reject the project.

9. Students are required to show their project demo along with their power point slide show during their

viva-voce exams.

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**MCA FINAL SEMESTER PROJECT FORMAT AND SEQUENCE**

|  |  |
| --- | --- |
| 1 | Project Title Page (Outer Cover) as per the format given in Annexure I (should  be printed in silver color on a black background) |
| 2 | Project Title Page (Inner Cover) as per the format given in Annexure II  (Should be printed in Black on white background |
| 3. | CERTIFICATE OF SUPERVISOR(S) /GUIDE |
| 4 | DELCLARATION BY THE CANDIDATE |
| 5. | CERTIFICATE OF FORWARDING |
| 6. | CERTIFICATE OF APPROVAL |
| 7. | Acknowledgement |
| 8. | Table of Contents |
| 9. | Reference/Bibliography |
| 10. | ***CD*** *Attached in the inside back-cover page project file containing project*  *report and progress report I & II.* |  |

**GUIDELINES FOR THE PREPARATION OF PROJECT REPORTS**

**1. Printing Area**

The margin should be :Left:1.25”,Right:1.00”,Top and Bottom1.00”.The text should be justified to occupy the full line width, so that the right margin is not ragged, with words hyphenated as appropriate. Please fill pages so that the length of the text runs to the right margin. Please use a high-resolution printer, preferably a laser printer with at least 300 dpi. Project report must be printed neatly on one side of A4 size bond paper. The reports submitted to the department/guide(s) must be hard bounded with black cover with golden color alphabets.

**2. Abstract**

The abstract should summarize the contents of the report and should contain at least 150 and at most 300 words. It should be set in 11-point font size. There should be two blank (10-point) lines before

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and after the title ABSTRACT.

Layout, Type face, Font Sizes, and Numbering: For the main text, please use 11-point type and 1.5 line spacing. We recommend using Times New Roman fonts. Italic type may be used to emphasize words in running text. Bold type and underlining should be avoided

**3. Headings**

Heading font sizes are given in Table 1.

Table 1: Font sizes of headings. Table captions should always be positioned Above the tables. The final sentence of a table caption should end without a period

|  |  |  |
| --- | --- | --- |
| Heading | Example | Font Size and Style |
| Title | Chapter 1 Introduction | 16 Point Bold |
| First Level Heading | 1.1. Preamble | 14 Point Bold |
| Second Level Heading | 2.3.1. Mandatory | 12 Point Bold |
| Third Level Heading | Creation of database | 12 Point Bold Italicized |

**4. Figures and Photographs**

Check that in line drawings, lines are not interrupted and have constant width. Grids and details within the figures must be clearly readable and should not be written one on top of the other. The characters in figures should have a height of 2 mm (10-point type). Figures should be scaled up or down accordingly. Figures should be numbered and should have a caption which should always be positioned under the figures, in contrast to the caption belonging to a table, which should always appear above the table.

**5.**

**6. Footnotes/ Header**

Footnotes/Header should appear at the bottom of the normal text area, with a line of about 5 cm in Word set immediately below/above the text. Header sample: (Project title is left aligned and page number is right aligned

<<Project Title>> <<Page Number>> Sample Footer:

DEPARTMENT CSIT, GURU GHASIDAS VISHWAVIDYALAYA, BILASPUR

**7. References**

The list of references is headed “References” and is assigned a number with square brackets in the decimal system of headings. The list should be set in small print and placed at the end of the dissertation, in front of the appendix, if any exists. Please do not insert a page break before the list of references if the page is not completely filled. For citations in the text please use square brackets and consecutive numbers: [1], [2], [3]etc.

**8. Page Numbering**

Reports must be printed with page numbers on the top right corner.

**9. Number of report file**

The total numbers of reports to be prepared are two. Before taking the final printout, the approval of the concerned guide is mandatory.

• One copy to the Institution/University.

• One copy to Candidate

• One CD’s having soft copy of Project report (for department purpose).

**10. Printing Paper**

Executive BOND paper.

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**Outer Page**

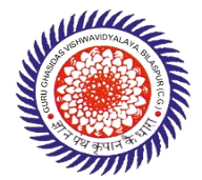
*should be printed in Golden color on a black background*

**<Title of the PROJECT>**

*(Font: Times New Roman, Size:20, Bold)*

**A project Report submitted to**

*(Font: Times New Roman, Size: 12, Bold)*



DEPARTMENT OF COMPUTER SCIENCE & INFORMATION TECHNOLOGY

**MASTER OF COMPUTER APPLICATIONS (MCA)**

*(Font: Times New Roman, Size 20, Bold)*

***By***

*(Font: Times New Roman, Size: 12, Bold, Italic)*

**< Name of the Student>**

*(Font: Times New Roman, Size: 14, Bold)*

**Roll No.:<> Enrollment No.: <>**

*(Font: Times New Roman, Size: 12, Bold)*

**Under the Guidance of**

**<GUIDE NAME>**

*(Font: Times New Roman, Size: 14, Bold)*

DEPARTMENT OF COMPUTER SCIENCE & INFORMATION TECHNOLOGY

GURU GHASIDAS VISHWAVIDYALAYA, BILASPUR*(Font: Times New Roman, Size: 18, Bold)*

**Session: ……….**

(Font: *Times New Roman*, Size: 14)

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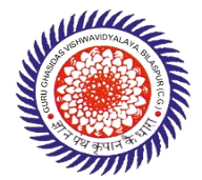
**Inner Page**

**<Title of the PROJECT>**

*(Font: Times New Roman, Size:20, Bold)*

**A project Report submitted to**

*(Font: Times New Roman, Size: 12, Bold)*



DEPARTMENT OF COMPUTER SCIENCE & INFORMATION TECHNOLOGY

**MASTER OF COMPUTER APPLICATIONS (MCA)**

*(Font: Times New Roman, Size 20, Bold)*

***By***

*(Font: Times New Roman, Size: 12, Bold, Italic)*

**< Name of the Student>**

*(Font: Times New Roman, Size: 14, Bold)*

**Roll No.:<> Enrollment No.: <>**

*(Font: Times New Roman, Size: 12, Bold)*

**Under the Guidance of**

**<GUIDE NAME>**

*(Font: Times New Roman, Size: 14, Bold)*

DEPARTMENT OF COMPUTER SCIENCE & INFORMATION TECHNOLOGY

GURU GHASIDAS VISHWAVIDYALAYA, BILASPUR*(Font: Times New Roman, Size: 18, Bold)*

**Session: ………..**

(Font: *Times New Roman*, Size: 14)

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**CERTIFICATE OF SUPERVISOR(S) /GUIDE**

This is to certify that the work incorporated in the project **<Title of the Project>**is a record of six month project work assigned by our Industry/Company/Institution, successfully carried out by <Name of the student> bearing Enrollment No....................... under my guidance and supervision for the award of Degree of Master of Computer Applications (MCA) of **DEPARTMENT OF COMPUTER SCIENCE & INFORMATION TECHNOLOGY, GURU GHASIDAS VISHWAVIDYALAYA, BILASPUR** **C.G., INDIA**. To the best of my knowledge and belief the report embodies the work of the candidate him/herself and has duly been successfully completed.

**Signature of the Supervisor/Guide**  **Signature of HOD**

Name:………………………………. Name:……………………………….

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**DELCLARATION BY THE CANDIDATE**

I,<**Name of student**>,Student of IV Semester MCA, **DEPARTMENT OF COMPUTER SCIENCE & INFORMATION TECHNOLOGY, GURU GHASIDAS VISHWAVIDYALAYA, BILASPUR**, bearing Enrolment Number<**Enroll.No**>here by declare that the project titled<**ProjectTitle**>has been carried out by me under the Guidance/Supervision of <**Name of the Guide**>,<**Designation of Guide**> submitted in partial fulfillment of the requirements for the award of the Degree of Master of Computer Applications (MCA) by the Department Of Computer Science & Information Technology, Guru Ghasidas Vishwavidyalaya, Bilaspur during the academic year 2023-24 .This report has not been submitted to any other Organization/University for any award of Degree/Diploma.

Date: Place:

**(Signature of Candidate)**

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**ACKNOWLEDGEMENT**

I have great pleasure in the submission of this project report entitled **Project Title for Name of the Company** in partial fulfillment of the degree of Master of Computer Applications. While Submitting this Project report, I take this opportunity to thank those directly or indirectly related to project work.

I would like to thank my guide **Name of the guide, who** has provided the opportunity and organizing project for me. Without his active co-operation and guidance, it would have become very difficult to complete task in time.

I would like to express sincere thanks to <**Name**>, Head of Department of Computer Science & Information Technology, Guru Ghasidas Vishwavidyalaya, Bilaspur C.G

Acknowledgement is due to my parents, family members, friends and all those persons who have helped me directly or indirectly in the successful completion of the project work.

(**NAME OF STUDENT**)

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Annexure K

LIST OF ABBREVIATIONS/SYMBOLS

|  |  |  |
| --- | --- | --- |
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