**POINTS TO REMEMBER WHILE PREPARING REPORTS**

The project proposal should be prepared in consultation with your supervisor. The project proposal should clearly state the topics that are mentioned for every report. The project work should compulsorily include all the phases of the software development life cycle(SDLC). The report should be submission in proper format with

* The impression on the typed copies should be black in colour.
* The dimension of the project report should be in A4 size.
* The project report should be bound using flexible cover of the thick white art paper.
* The cover should be printed in black letters and the text for printing should be identical.
* One and a half spacing should be used for typing the general text. The general textshall be typed in the Font style ‘Times New Roman’ and Font size 14.
* 1.5inch left margin, 1.5inch Top margin, 1inc bottom and 1 in right margin.
* 1.5 line spacing
* The references should be in APA format
* For Diagrams creation student can take help of draw.io or Microsoft Visio.
* All the images should be in 300dpi.
* The listing of references should be typed 4 spaces below the heading “REFERENCES” in alphabetical order in single spacing left – justified.
* The reference material should be listed in the alphabetical order of the first author.
* The name of the author/authors should be immediately followed by the year and other details.
* By the word Table, is meant tabulated numerical data in the body of the project report as well as in the appendices.
* All other non-verbal materials used in the body of the project work and appendices such as charts, graphs, maps, photographs and diagrams may be designated as figures.

1. **Proposal Submission (5-20 pages) (Rubric-1)**
2. Title of Project (Annexure-I)
3. Introduction to the Project (1-2 pages)
4. Client Identification and Recognition of Need
5. Recognition & knowledge of relevant contemporary issues.
6. Project Identification
7. Task Identification
8. Timeline of the project(in weeks)
9. Gant Chart/ Use of modern project planning tools.
10. **First Report Format (12-30pages) Rubric-2:**
11. Title of Project (Annexure-I)
12. Introduction to the Project (1-2 pages)
13. Client Identification and Recognition of Need
14. Recognition & knowledge of relevant contemporary issues.
15. Project Identification
16. Task Identification
17. Timeline of the project(in weeks)
18. Gant Chart/ Use of modern project planning tools.
19. Relevant topics identified for literature review
20. Review of previous solutions or related materials, Extent and relevance of the materials and reviewed to the project.
21. Summary of how reviewed literature helped in defining problem statement.
22. Problem Definition
23. Goals and Objectives.
24. References (APA format)
25. **Second Report Format (20-80 pages) Rubric -3**
26. Title of Project (Annexure-I)
27. Introduction to the Project (1-2 pages)
28. Client Identification and Recognition of Need
29. Recognition & knowledge of relevant contemporary issues.
30. Project Identification
31. Task Identification
32. Timeline of the project(in weeks)
33. Gant Chart/ Use of modern project planning tools.
34. Timeline of Project in weeks
35. Relevant topics identified for literature review
36. Review of previous solutions or related materials, Extent and relevance of the materials and reviewed to the project.
37. Summary of how reviewed literature helped in defining problem statement.
38. Problem Definition
39. Goals and Objectives.
40. Feature/Characteristic selection
41. Constraint Identification
    1. Regulations & Design constraints considered in design
    2. Economic, environmental, health, manufacturability & safety constraints considered in design
    3. Professional and ethical issues considered in design
42. Analysis and feature finalization subject to constraint
43. Generate multiple design alternates.
44. Selection of best design and implementation plan
45. References (APA format)

1. **Final Project Report Format (80-100 pages) Rubric-4**

The project documentation may be about 80-100 pages (excluding coding). The project documentation details should not be too generic in nature. Appropriate project report documentation should be done, like, how you have done the analysis, design, coding, use of testing techniques/strategies, etc., in respect of your project. To be more specific, whatever the theory in respect of these topics is available in the reference books should be avoided as far as possible. The project documentation should be in respect of your project only. The project documentation should include the topics given below. Each and every component shown below carries certain weight age in the project report evaluation.

* TITLE PAGE
* BONAFIDE CERTIFICATE
* ACKNOWLEDGEMENT
* TABLE OF CONTENTS
* LIST OF FIGURES
* LIST OF TABLES
* ABSTRACT
* GRAPHICAL ABSTRACT
* ABBREVIATIONS
* SYMBOLS

**Chapter 1: Introduction**

(Including Identification of client & need, Relevant contemporary issues, Problem Identification, Task Identification, Timeline, organization of the report)

**Chapter 2: Literature survey**

Timeline of the reported problem as investigated throughout the world, bibliometric analysis, proposed solutions by different researchers, summary linking literature review with the project, Problem Definition, Goals and Objectives.

**Chapter 3: Design flow/Process**

Concept Generation, Evaluation & Selection of Specifications/Features, Design Constraints– Regulations, Economic, Environmental, Health, manufacturability, Safety, Professional, Ethical,

Social & Political Issues considered in design, Analysis and Feature finalization subject to constraints, Design Flow (at least 2 alternative designs to make the project), Best Design selection (supported with comparison and reason) and Implementation plan ((Flowchart /algorithm/ detailed block diagram).

**Chapter 4 Results analysis and validation**

Implementation of design using Modern Engineering tools in analysis, design drawings/schematics/ solid models, report preparation, project management, and communication, Testing/characterization/interpretation/data validation.

**Chapter 5: Conclusion and future work**

deviation from expected results and way ahead

References

Appendix

User manual (Complete step by step instructions along with pictures necessary to run the project)

Achievements

The table and figures shall be introduced in the appropriate places.

**Abstract – Abstract should be one page synopsis of the project report**

typed double line spacing, Font Style Times New Roman and Font Size 14.

**Table of Contents**

* The table of contents should list all material following it as well as any material which precedes it.
* The title page and Bonafide Certificate will not find a place among the items listed in the Table of Contents but the page numbers of which are in lower case Roman letters.
* One and a half spacing should be adopted for typing the matter under this head.
* A specimen copy of the Table of Contents of the project report is given in Appendix 3.

**Chapters – The chapters may be broadly divided into 3 parts:**

1. Introductory chapter,
2. Chapters developing the main theme of the project work
3. Conclusion.

The main text will be divided into several chapters and each chapter may be further divided into several divisions and sub-divisions.



* Each chapter should be given an appropriate title.
* Tables and figures in a chapter should be placed in the immediate vicinity of the reference where they are cited.

**Appendices –** Appendices are provided to give supplementary information, which is included in the main text may serve as a distraction and cloud the central theme.

*  Appendices should be numbered using Arabic numerals, e.g., Appendix-1, Appendix-2, etc.
* Appendices, Tables and References appearing in appendices should be numbered and referred to at appropriate places just as in the case of chapters.
* Appendices shall carry the title of the work reported and the same title shall be made in the contents page also.

**Plagiarism and Grammar report**

Note: Should attach a copy of the CD containing the executable file(s) or Setup of the complete project.

1. The project report should normally be printed with single line spacing on A4 paper (one side only). All the pages, tables and figures must be numbered. Tables and figures should contain titles.
2. If any project report is received in the absence of the approved project proposal Performa (in original), project synopsis, bio-data of the guide with her/his signature on it, certificate of originality and CD , it will be summarily rejected and returned to the student for compliance.
3. Throughout the project report, the title of the project should be the same as per the approved synopsis. Signature of the Project Guide in the Certificate of Originality should match with the signature in the Project Proposal Performa also.
4. Only one copy of the original project report in the bound form along with the CD (containing the executable file(s) of the project should be enclosed in the last page) is to be submitted to the respective project guide. One photocopy of the same Project Report and the CD containing the executable file(s) must be retained by the student, which should be produced before the examiner at the time of viva-voce.
5. Minimum three students have been allowed to work on a project, the project synopsis and project reports by them must include only different modules undertaken/worked upon individually. Each student must submit a separate project proposal and a separate project reports related to her/his modules. Completely identical project synopsis and/or project reports are not allowed. Only introductory and possibly concluding remarks may be similar or common.
6. Student should be involved in each and every phase of Project Development. If it is found that student is not involved in any phase for example coding phase, it may lead to the rejection/disqualifying of the project at any stage.
7. Title of the project should be kept the same throughout the project.
8. Every week best performer will be selected by supervisor.
9. **The best three projects from MCA and best three projects from BCA/BSC will be awarded by an appreciation by the department.**

(Annexure-I)

(A typical Specimen of Cover Page & Title Page)

<Font style Times New Roman-Bold>

**TITLE OF PROJECT REPORT**

<Font Size 18><1.5 line spacing>

**A PROJECT REPORT**

<Font Size 14>

***Submitted by***

<Font Size 14><Italic>

**NAME OF THE CANDIDATE(S)**

<Font Size 16>

IN

BRANCH OF STUDY

<Font Size 14>



**Chandigarh University**

MONTH & YEAR

<Font Size 14>

(Annexure-2)

(A typical Specimen of Bonafide Certificate)

<Font style Times New Roman>



**BONAFIDE CERTIFICATE**

<Font Style Times New Roman – size -16>

<Font Style Times New Roman – size -14>

Certified that this project report “..........TITLE OF THE PROJECT.................” is the bonafide work of “..............NAME OF THE CANDIDATE(S).............” who carried out the project work under my/our supervision.

<<Signature of the Head of the Department>> <<Signature of the Supervisor>>

SIGNATURE SIGNATURE

<<Name>> <<Name>>

SUPERVISOR HEAD OF THE DEPARTMENT

<<Academic Designation>>

<<Department>> <<Department>>

Submitted for the project viva-voce examination held on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INTERNAL EXAMINER EXTERNAL EXAMINER**