**PG Department of Computer Science & Applications**

**UTKAL UNIVERSITY, BHUBANESWAR**

**Project Report Preparation & Submission Guidelines**

**Guidelines for submission of IMCA Major Project**

All the candidates of IMCA major project are required to submit the project report based on the work done by him/her during the project period.

**1. Summary/Abstract**

**All students must submit a summary/abstract separately with the project report.** Summary, preferably, should be of about 1-2 pages. The content should be as brief as is sufficient enough to explain the objective and implementation of the project that the candidate is going to take up. The write up must adhere to the guidelines and should include the following:

* Name / Title of the Project
* Statement about the Problem
* Objective and scope of the Project
* Methodology (including a summary of the project)
* Hardware & Software to be used

The Final Project Report should be arranged either in the following manner

**2. Format of the Student Project Report on Completion of the Project**

1. Cover Page as per format (**F1)**

**2.** Page inside the cover page **(F1-A)**

3. Declaration (**F-2)**

4. Acknowledgement (**F-3)**

5. Company Certificate **F-4**

6. Certificate of the project **F-5**

7. Company profile

8. Abstract

9. List of Figures

10. List of Tables

11. Table of Contents

12. Main Report

**Font, Size and Colour Information**

1. Title (all caps)/ Heading 1 : Arial Bold (16 Point)
2. Heading 2: Georgia (14 Point)
3. Heading 3: Arial/ Georgia (12 Point)
4. Body: Arial (11 Point)
5. Anywhere where all Caps is Used: Arial

The Background colour for the Cover Page (back and Front) is #293352. RGB and CMYK values can be found at <http://www.colorhexa.com/293352>. A secondary colour of #d16103 (<http://www.colorhexa.com/d16103>) can be used.

The only other colours that should be used for Fonts are Black and White (when using the aforementioned #293352 colour as background).

**Report Binding**

All the Report should be **submitted in PDF format. The hard copy submission (Book Binding) will be intimated later.**

**No. of Copies to be submitted**

Two Copies (one group copy and one personal copy )to be submitted at the time of Evaluation and Students are advised to keep their personal copies only mentioning their own Name and Regd. No.

**Soft Copy to be submitted**

Students are required to submit a DVD containing Project report in .doc/.docx format, Project presentation .ppt/.pptx file Code of the project (Optional). The project Title, Group Id should be mentioned on the DVD in permanent marker.(Group wise 1 DVD)

**F-1**

FORMAT OF COVER PAGE

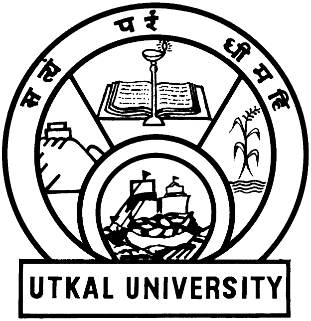
Book bound blue color with white Fonts

**TITLE OF PROJECT REPORT**

BY

Name of Student

Registration No.



**5 year Integrated MCA**

**PG Department of Computer Science & Applications**

**Utkal University**

**Year**

**F-1 A FORMAT FOR inside COVER PAGE**

**PROJECT REPORT**

**ON**

**TITLE OF PROJECT**

**SUBMITTED IN PARTIAL FULFILLMENT FOR AWARD OF**

**DEGREE**

**IN**

**Integrated MCA**

**(BATCH 20XX-20XX)**

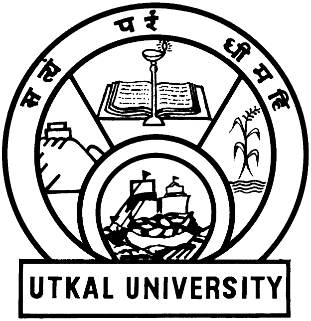
**BY**

**NAME OF STUDENT**

**ROLL NO**

**UNDER THE ESTEEMED GUIDANCE OF**

**NAME OF INTERNAL GUIDE**



**5 year Integrated MCA**

**PG Department of Computer Science & Applications**

**Utkal University**

**Year**

**F-2**

**Declaration**

I hereby declare that the Project entitled “**Title of the Project”** submitted to the **PG Department of Computer Science and Applications**, **Utkal University, Bhubaneswar, Odisha** in partial fulfillment for the award of the degree of **Integrated MCA** in session 20XX-20XX is an authentic record of my own work carried out under the guidance of Dr./Ms./Mr. **“External and Internal Guide Name”** and that the Project has not previously formed the basis for the award of any other degree. The report has been prepared in compliance to the guidelines specified by the University.

Place:

Date:

Signature

[Name of Student]

[Reg. No.]

This is to certify that the above statement made by the candidate is correct to the best of my knowledge.

<Signature>

GUIDE

[Name of Internal Guide]

[Designation, dept name]

**F-3**

**Acknowledgement**

I am very grateful to my project guide Dr./Mr./Ms.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for giving his valuable time and constructive guidance in preparing the Synopsis/Project. It would not have been possible to complete this project in short period of time without his/her kind encouragement and valuable guidance.

**Signature and Date**

Name of the Student

**F-4**

**Industry /Company Certificate** (in company letter pad)

This is to certify that the Project entitled \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a bonafide record of independent work done by\_\_\_\_\_\_\_\_\_\_\_\_\_ (Reg. No.: \_\_\_\_\_\_\_\_\_\_\_) under my supervision during \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_Company Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, submitted to the **PG Department of Computer Science and Applications**, **Utkal University, Bhubaneswar, Odisha** in partial fulfillment for the award of the degree of **Integrated MCA** in session 20XX-20XX and that the project has not previously formed the basis for the award of any other degree, Diploma, Associate ship, Fellowship or other title.

Signature of Center Head/Project-in-Charge/External Guide/ Project Manger/Supervisor

Date:

(Name in Full)

Designation:

Name of Organization:

Address:

Office Seal

**F-5**

**CERTIFICATE**

This is to certify that this project entitled “**xxxxxx xxxxx xxxxx xxxx xxxx xxx**” submitted in partial fulfillment of the degree of Integrated MCA to the PG Department of Computer Science and Applications, Utkal University, Bhubaneswar, Odisha, done by Mr./Ms.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Registration No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is an authentic work carried out by him/her at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ under our guidance and is worthy of acceptance for award of the degree. The work fulfills the entire requirement as per the regulation of the University and in our opinion it has reached the standard needed for submission.

<Signature of the Internal Guide > <Signature of the Examiner>

**Name of the Guide**

**GUIDE**  **EXAMINER**

[Designation and Dept. Name]

<Signature of the HOD>

**Course Coordinator**

5-year Integrated MCA, P.G. Dept of Computer Science and Application

Utkal University