

## **MCA 401 -Seminar Report Format**

Each student is required to prepare a comprehensive report about the seminar. The report should contain a minimum of 15 pages describing the topic selected. The report should be in the format as described below.

### **I. CONTENTS:**

The seminar report material should be arranged as follows:

1. Cover Page
2. Certificate
3. Acknowledgment
4. Abstract (one page)
5. Table of Contents
6. Chapters
7. Appendices
8. References

### **II. PAGE DIMENSION AND BINDING SPECIFICATIONS:**

The seminar report should be A4 in size. The seminar report should be spirally bound & white in colour. Two copies of the report (hard copy only) should be submitted in the prescribed format

### **III. TYPING INSTRUCTIONS:**

One and a half line spacing should be used for typing the general text. The general text shall be justified and typed in the Font style 'Times New Roman' and Font size 12. Subheading shall be typed in the Font style 'Times New Roman' and Font size 12 and bold. Heading shall be typed in the Font style 'Times New Roman' and Font size 14 and bold.

IV. **FORMAT:**

1. Cover Page

**TITLE OF SEMINAR**

<Font Size 22><BOLD><Centralized>

**Seminar Report**

<Font Size 14><BOLD><Centralized>

*Submitted by*

<Font Size 14><Italic><BOLD><Centralized>

**NAME OF THE CANDIDATE**

<Font Size 16><BOLD><Centralized>

*in partial fulfillment for the award of the degree  
of*

<Font Size 14><1.5 line spacing><Italic><BOLD><Centralized>

**MASTER OF COMPUTER APPLICATIONS**

**AT**

**COLLEGE  
EMBLEM**

**NAME & ADDRESS OF THE COLLEGE**

<Font Size 16><1.5 line spacing><BOLD,Capital><Centralized>

**MONTH- YEAR**

<Font Size 14><BOLD><Centralized>

## 2. Certificate

### **CERTIFICATE**

<Font Size 16><BOLD><Centralized>

This is to certify that the Seminar entitled “***SEMINAR TITLE***” has been submitted by **STUDENT NAME, Register Number , Semester V** in partial fulfillment of the degree of Master of Computer Applications of Mahatma Gandhi University, Kottayam during the period **20\_\_ - \_\_**

<Font Size 14><1.5 line spacing><Justified>

Date:

Place:

<Font Size 14><1.5 line spacing><Left Alignment>

<Name of the guide >

Faculty Guide

< Name of HOD>

HOD, MCA

### **3. Acknowledgement**

One page Acknowledgement typed with 1.5 line spacing, Font Style Times New Roman and Font Size 14.

### **4. Abstract**

Abstract should be one page synopsis, it should summarize the aims, conclusions and implications of the topic of your seminar, typed with 1.5 line spacing, Font Style Times New Roman and Font Size 14.

### **5. Table of Contents**

The table of contents should list all material following it as well as any material, which precedes it. One and a half line spacing should be adopted. A specimen copy of the Table of Contents.

### **6. Chapters**

The chapters may be broadly divided into 3 parts (i) Introductory chapter (ii) Main theme of the topic (iii) and Summary or Conclusions

### **7. Appendices**

### **8. References**

All references include title, publisher if it's a book, journal name, page number and edition if it's a journal and year of publication. (Format is shown below)

#### **➤ Magazine & Newspaper Articles**

**Format:** Author's last name, first initial. (Publication date). Article title. *Periodical title, volume number(issue number if available)*, inclusive pages

**Examples:** Harlow, H. F. (1983). Fundamentals for preparing psychology journal articles. *Journal of Comparative and Physiological Psychology*, 55, 893-896.

#### **➤ Online periodical:**

**Format:**

**Online periodical:**

Author's name. (Date of publication). Title of article. *Title of Periodical*, volume number, Retrieved month day, year, from full URL

**Online document:**

Author's name. (Date of publication). *Title of work*. Retrieved month day, year, from full URL

**Examples:**

Devitt, T. (2001, August 2). Lightning injures four at a music festival. *Why? Files*. Retrieved January 23, 2002, from <http://whyfiles.org/137lightning/index.html>

Dove, R. (1998). Lady freedom among us. *The Electronic Text Center*. Retrieved June 19, 1998, from Alderman Library, University of Virginia website: <http://etext.lib.virginia.edu/subjects/afam.html>