**VI SEMESTER: G604.6P: PROJECT / DISSERTATION**

Guidelines for the BCA Final Semester Project Report

1. Last date for submission of the **COMPLETE PROJECT REPORT** after verification from Internal Guide in PDF format is 02 May 2023.
2. Last date for submission of the WHITE STIFF BOUNDED **COMPLETE PROJECT REPORT** after verification and signature from Internal Guide and HOD is 05 May 2023. While submitting the BINDED REPORT, each team should submit their entire project source code and documentation in CD / DVD / PEN DRIVE. Since few, industries treat the software developed under their guidance as absolutely their property, their software source code for project report is not compulsory.
3. The distribution of marks for the project are as follows:
   * Internal Marks 150
   * Dissertation 100
   * Viva 100
   * Presentation 150
   * **Total 500**
4. Every student has to do a presentation, followed by Viva, while evaluating the project.
5. The composition of the evaluation team will be decided by the BOE.
6. For projects carried out in industries, a certificate (with seal and signature in letterhead has to be included in the project report) from the industry indicating that the student has completed the project successfully.
7. For projects carried out in the college as in-house projects, a certificate (in college letterhead has to be included in the project report signed by respective guide) should be included in the project report.
8. The project report documentation should contain 80 to 120 pages for analysis, design and testing phases. However, the size of complete report may vary depending upon the size of coding or implementation and appendices.
9. The project report should normally be printed on A4 sheet paper (one side only).
10. All pages, tables and figures must be numbered and figures should have titles.

**Font Size and Margin**

* + 1. The report is to be bound with a clear white color front cover.
    2. The outer cover of the report should be laminated with the transparent plastic.
    3. Place OHP sheets before every certificate, chapters etc.
    4. The text is in **12-point Times New Roman** with **1.5 interline spacing**.
    5. The pages are of **A4 size**, with margins as given below, except for the front outer cover, with a specific format. Margins of pages should follow the following specifications:
* Left-margin: 1.5 inch from edge of paper.
* Right-margin: 1 inch from edge of paper.
* Top- margin: 1 inch from edge of paper.
* Bottom-margin: 1 inch from edge of paper.

**Heading**

1. Headings used in the project should follow the following conventions.
2. Main headings or Chapter Headings
   1. Times New Roman, 16 Font Size (1,2,3, etc.) numerals.
   2. Capital and Bold.
   3. Must begin a new page and be centered.
   4. Main heading is to be titled names that reflect content of the text that follows. Main headings are not to be identified as chapters.
   5. The number of headings shall be followed by a period and two spaces.
   6. Must precede the following text material by second heading by three spaces.
3. Second Headings
   1. Times New Roman, 14 Font Size, Bold, 2.1, 2.2, 2.3 etc.
   2. Must be centered and be typed in capital and lower case (sentence case) letters; i.e., the first letter of each word except conjunctions, prepositions and articles must be a capital letter. Omit period at the end of the heading.
   3. The letter designation of the heading shall be followed by a period and two spaces.
   4. Must be four spaces below preceding text and three spaces ahead of succeeding text.
4. First sub-headings
   1. Times New Roman, 12 Font Size Bold, 2.2.1, 2.2.2, 2.2.3 etc.
   2. Must be typed on separate lines beginning at the left margin line of the text, but need not begin on new page.
   3. Must be typed in capitals and lower case except conjunctions, prepositions and articles.
   4. The number designation of the heading shall be followed by a period and two spaces. Omit period at the end of the heading.
   5. Must be separated from the succeeding text by three spaces.