Navkis College of Engineering, Hassan

Affiliated to VTU, Recognized by Govt. of Karnataka, Approved by AICTE

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Department of Master of Computer Applications

Date:04/08/2025

CIRCULAR

It is hereby informed to all the students of 4th semester that **Project Phase II** report to be prepared and submitted by following the VTU guidelines for report writing and it is as follows

GUIDELINES FOR THE PREPARATION OF PROJECT REPORT

- Project reports should be typed neatly only on one side of the paper with 1.5 spacing on a A4 size bond paper (210 x 297 mm). The margins should be: Left - 1.25", Right - 1", Top and Bottom - 0.75".

- The total number of reports to be prepared are
  - ➢ One copy to the department [Color Copy]
  - ➢ One copy to the candidate.[Color Copy]

- Every copy of the report must contain
  - ➢ Outer title page with a plastic cover
  - ➢ Inner title page (White)
  - ➢ Certificate in the format enclosed both from the college and the organization where the project is carried out.
  - ➢ An abstract (synopsis) not exceeding 100 words, indicating salient features of the work. (NB: four copies of the abstract are to be submitted to the Department on the date of submission separately)

The organization of the report should be as follows

1. Inner title page	
2. Certificate Sheet	
3. Abstract or Synopsis (One Page)	
4. Acknowledgments	Usually numbered in roman
5. Declaration	
6. Table of Contents	
7. List of table & figures	

- Chapters (to be numbered in Arabic) containing Introduction-, which usually specifies the scope of work and its importance and relation to previous work and the present developments, Main body of the report divided appropriately into chapters, sections and subsections.

- The chapters, sections and subsections may be numbered in the decimal form for e.g., Chapter 2, sections as 2.1, 2.2 etc., and subsections as 2.2.3, 2.5.1 etc.

- The chapter must be left justified (font size 16). Followed by the title of chapter cantered (font size 18), section/subsection numbers along with their headings must be left justified with section number and its heading in font size 16 and subsection and its heading in font size 14. The body or the text of the report should have font size 12.
- The figures and tables must be numbered chapter wise for e.g.: Fig. 2.1 Block diagram of a serial binary adder, Table 3.1 Primitive flow table, etc.
- The last chapter should contain the summary of the work carried, contributions if any, their utility along with the scope for further work.

The Chapters to be included are:

SL. NO.		CONTENTS	PAGE NO.
1		INTRODUCTION	
	1.1	PROJECT DESCRIPTION	
	1.2	COMPANY PROFILE	
2		LITERATURE SURVEY	
	2.1	EXISTING SYSTEM	
	2.2	PROPOSED SYSTEM	
	2.3	FEASIBILITY STUDY	
	2.4	TOOLS AND TECHNOLOGIES USED	
	2.5	HARDWARE AND SOFTWARE REQUIREMENTS	
3		SOFTWARE REQUIREMENTS SPECIFICATION	
	3.1	FUNCTIONAL REQUIREMENTS	
	3.2	NON-FUNCTIONAL REQUIREMENTS	
4		SYSTEM DESIGN	
	4.1	SYSTEM PERSPECTIVE	
	4.2	FLOW CHART	
5		DETAILED DESIGN	
	5.1	CLASS DIAGRAM	
	5.2	DATA FLOW DIAGRAM	
6		IMPLEMENTATION	
	6.1	CODE SNIPPETS	

7	SOFTWARE TESTING	
8	CONCLUSION	
9	FUTURE ENHANCEMENT	
APPENDIX A	BIBLIOGRAPHY	
APPENDIX B	USER MANUAL	

- **Reference OR Bibliography:** The references should be numbered serially in the order of their occurrence in the text and their numbers should be indicated within square brackets for e.g. [3]. The section on references should list them in serial order in the following format.

  ➢ For textbooks - A.V. Oppenheim and R.W. Schafer, Digital Signal Processing, Englewood, N.J., Prentice Hall, 3 Edition, 1975.

  ➢ For papers - David, Insulation design to combat pollution problem, Proc of IEEE, PAS, Vol 71, Aug 1981, pp 1901-1907.

- Only SI units are to be used in the report. Important equations must be numbered in decimal form for e.g.

$$V = IZ \qquad .... \qquad (3.2)$$

- All equation numbers should be right justified.

- The project report should be brief and include descriptions of work carried out by others only to the minimum extent necessary. Verbatim reproduction of material available elsewhere should be strictly avoided. Where short excerpts from published work are desired to be included, they should be within quotation marks appropriately referenced.

- Proper attention is to be paid not only to the technical contents but also to the organization of the report and clarity of the expression. Due care should be taken to avoid spelling and typing errors. The student should note that report-write-up forms the important component in the overall evaluation of the project.

- Hardware projects must include: the component layout, complete circuit with the component list containing the name of the component, numbers used, etc. and the main component data sheets as Appendix. At the time of report submissions, the students must hand over a copy of these details to the project coordinator and see that they are entered in proper registers maintained in the department.

- Software projects must include a virus free disc, containing the software developed by them along with the read me file. Read me file should contain the details of the variables used, salient features of the software and procedure of using them: compiling procedure, details of the computer hardware/software requirements to run the same, etc.

- If the developed software uses any public domain software downloaded from some site, then the address of the site along with the module name etc. must be included on a separate sheet. It must be properly acknowledged in the acknowledgments.

- **The reports submitted to the department/guide(s) must be hard bounded, with a plastic covering.**

COLOUR OF THE OUTER COVER/FRONT PAGE OF PG DISSERTATION / PROJECT REPORT

Sl. No.	PG course	Color of the outer cover/front page of the report
1	Master of Computer Applications	Parrot Green

Note:

1. The Project Title should appear at the head of the SPINE facing towards the tail. The current academic year (2024-25) should appear at the tail of the SPINE in the same direction as that of the project title.

2. Project source code, report, user manual, software's and read me document has to be burnt in a CD ROM. Hard copy of read me document should be enclosed in the project report.

3. If the report is acceptable the Anti-plagiarism committee(APC)report shall be generated,which would be verified and approved by APC (plagiarism index <=10%).

4. If the APC report indicates plagiarism index >10% for the first time the candidate has to resubmit the Project report along with the penal fees of Rs.2,000/-   (Two Thousand only)

5. If the APC report indicates plagiarism index >10%for the second time the candidate has to resubmit the Project report along with the penal fees of Rs.4,000/-   (Four Thousand only)

6. For Softcopy[After Plagiarism Check] ,Naming Convention: Save the file using the candidate's name and USN.

SPINE: The spine of a report refers to the outside edge of the report where the pages are gathered and bound.

_____   _____
        Signature   Signature
   Project Coordinator   Head, Dept. of MCA
    (Yashaswini Y)   **(Mr.Varadaraj R)**