FORMAT  
 OF  
 MCA MINI PROJECT

REPORT 2020

**Size – A4 Sprial binding (Plain (Colourless)**

No of copies to be submitted to the Dept-1(one) + Individual copies

**Font- Times New Roma**

1. Cover page & 2. Inside Front page (see sample given)  
 TITLE(16 Bold all capitals – Times New Roman)

PROJECT REPORT Submitted to (12 Regular –All Capital)

NAME: (14 Bold- all capitals)  
 Reg. No (12 Bold)  
 to  
 the APJ Abdul Kalam Technological University  
 in partial fulfillment of the requirements for the award of the Degree  
 of  
 Master of Computer Applications (12 Italics )  
 ( COLLEGE EMBLEM)  
 Department of (branch)(14 Bold, leading capitals)  
 Name of college  
 Place  
 Month, Year (14 Regular)  
3. **DECLARATION** (see sample given)  
4. **CERTIFICATE** ( see sample given)  
5. **ACKNOWLEDGEMENT  
6. ABSTRACT** ( Do not exceed 2 pages – use double or 1.5 line spacing with 10  
or 12 Regular font) ( No figures, sketches, tables shall be there)  
**7. CONTENTS** ( Main headings, Sub headings & page no. shall be given) (see  
sample given)  
**8. LIST OF TABLES** (No. , Title and Page No shall be given)  
**9. LIST OF FIGURES** (No. , Title and Page No shall be given)  
**10. ABBREVIATIONS**: List all abbreviations and their expansions  
**11. NOTATION**: List all symbols used in the report, give units in case of  
dimensional quantities

**12.REFERENCES  
13.APPENDICES** ( if any)

**Note:-**

Chapter Titles- 16 Bold – All capitals – No underlining  
• Main headings - 14 Bold - All capitals – No underlining  
Main headings shall be numbered as 1.1,1.2,1.3,..... 2.1,2.2,2.3........ etc.  
• Sub headings- 12 Bold- Leading capitals- No underlining  
Sub headings shall be numbered as 1.1.1,1.1.2,............2.1.1,2.1..2.......etc  
• Sub-sub headings – 12 Regular- Leading capitals –shall be numbered as. (i), (ii) ...  
• Figures, sketches, equations and tables shall be serially numbered chapter wise  
 (Eg. 2.1,2.2........ 3.1,3.2.............).

* All figures, sketches, photos and tables shall be titled.
* Figure no. and title (12 Regular) shall be given below the figure.
* Table no and title (12 Regular) shall be given above the table.
* Figures, Tables etc in Landscape format shall be put in such a way that they can be viewed from right side
* Give reference no within square brackets for figures, sketches, photos tables  
  which are adapted from the references.
* Text – 12 Regular, Times New Roman, double spacing, Alignment- Justified.
* Headers or footers not required

• Figures, Tables, Sketches and Equations shall be **centre justified**. Figures,  
sketches, tables shall be placed immediately after the paragraph in which they are  
referred.  
• Use equation editor for equations.  
• Begin each chapter in a new page.  
• Begin paragraph in the line next to the heading. Leave one line space after each  
paragraph. Leave one line space after paragraph and the next heading. Do not  
begin a new section at the end of a page. Minimum two lines must follow a main  
heading/sub heading in a page.  
• **Begin all paragraphs left justified. Leave 12 pt space after paragraphs. OR.  
Start paragraphs indenting 10 character space in the beginning and in this  
case no space is to be given after paragraph.  
References shall be as per the following format**

1. **Journal/conference/symposium/seminar/workshop papers**:- Authors (in bold ) (Year), Title of paper, Name of Journal/ Conference/ Symposium/ seminar/ workshop (in italics), Issue No., Pages
2. **Books** : -Author(s) (Bold), Title (in italics), Publisher, Edition, Year of Pubn.  
   Online Books: - Author.( year, month day).
3. Title. (edition) [Type of medium].  
   Volume (issue). Available: site/path/file
4. Patents: - Author, Title of patent, Patent No., Month day, year

* **Page numbering : Arabic numerals ( 12 Regular font) – bottom centred.**Start page number 1 from Chapter 1. Page numbers shall not be shown on Chapter  
  beginning pages.
* **Important**(i) A typed draft report as per the above guidelines has to be prepared and submitted to the guide(s), at least one week before the final evaluation of the project. The draft report shall be corrected and approved by the guide(s). This, signed draft report is to be produced before the evaluation committee at the time of final evaluation of the project.  
  (ii) The final report is to be made after the final project evaluation is over. The corrections and suggestions made by the evaluation committee are to be incorporated in the final report. Submit the final report along with the draft report ,within one week after final project evaluation, to the Project coordinator for getting signature of the Head of the Dept.

**Note: - A sample report is given. This report is only a sample and the titles and  
contents are randomly included and have no significance other than conveying the  
format.**

**SAMPLE  
 PROJECT  
 REPORT**

**NUMERICAL SIMULATION AND EXPERIMENTAL  
 INVESTIGATION OF FLW PAST A CIRCULAR  
 CYLINDER**

A PROJECT REPORT  
 submitted by

**<< Name >>**

**<< Register Number>>   
 to** the APJ Abdul Kalam Technological University  
 in partial fulfillment of the requirements for the award of the Degree  
 of  
 Master of Computer Applications

( COLLEGE EMBLEM)

**Department of Computer Applications**

Name of college  
 Place  
 November 2019

**DECLARATION**

I undersigned hereby declare that the project report ( “Title of project”) , submitted for  
partial fulfillment of the requirements for the award of degree of Master of Computer Applications of  
the APJ Abdul Kalam Technological University, Kerala is a bonafide work done by me  
under supervision of ( Name of supervisor(s)). This submission represents my ideas in  
my own words and where ideas or words of others have been included, I have adequately  
and accurately cited and referenced the original sources. I also declare that I have  
adhered to ethics of academic honesty and integrity and have not misrepresented or  
fabricated any data or idea or fact or source in my submission. I understand that any  
violation of the above will be a cause for disciplinary action by the institute and/or the  
University and can also evoke penal action from the sources which have thus not been  
properly cited or from whom proper permission has not been obtained. This report has  
not been previously formed the basis for the award of any degree, diploma or similar title  
of any other University.

Place Signature

Date Name of the student

NB: Font size: Times New Roman, 12 (size), Alignment: Justified

**SREE NARAYANA GURUKULAM COLLEGE OF ENGINEERING,   
 KADAYIRUPPU, KOLENCHERRY – 682311**

**DEPARTMENT OF COMPUTER APPLICATIONS** (COLLEGE EMBLEM)

**CERTIFICATE** ( Times New Roman, 14 Bold)

This is to certify that the report entitled Title (14 Bold and in “ “) submitted by Name (12  
Bold) to the APJ Abdul Kalam Technological University in partial fulfillment of the  
requirements for the award of the Degree of Master of Computer Applications , is a bonafide record of the project work carried out by him/her under my guidance and supervision.. This report in any form has not been submitted to any other University or Institute for any purpose. (12 Regular, 1.5 line spacing, Alignment: Justified).

<<Name of the Guide with designation>> Prof. Sandhya R

Department of Computer Applications Head of the Department Computer Applications

**ACKNOWLEDGEMENT**

( Times New Roman, 14 Bold)

**NB:** Use Times New Roman , 12 , Justified for the contents

**<< Name of the Project Members>>**

**ABSTRACT**

( Times New Roman, 14 Bold)

**NB:** Use Times New Roman , 12 , Justified . It should be in a single paragraph

**Rest of the pages as given in the draft starting from Contents page**