

SCHOOL OF COMPUTER SCIENCE AND APPLICATIONS

**GENERAL INSTRUCTIONS FOR MCA PROJECT REPORT PREPARATION**

**DOCUMENT FORMAT AND MARGINS:**

The document content must be in the given format.

- a. Font type : Times new Roman
  - i. Font size : 12 for normal text
  - ii. Font size : 14 bold for Main headings
  - iii. Font size : 13 bold for sub headings
- b. Paper Size (orientation): A4 (portrait)
- c. Margins: 1" top / bottom / right and 1.25" left
- d. Line Spacing: 1 or 1.15 throughout
- e. Page Numbering: Bottom right of page as in the format

Figure titles to be given at the bottom of figure.

Table titles to be given on top of the table.

Tables and figures should conform to the margin specifications. Large size figures should be photographically or otherwise reduced to the appropriate size before insertion.

**NUMBER OF COPIES TO BE SUBMITTED:**

A team of 2 students should prepare 3 copies of the Minor project report. On the exam date, submit one copy, duly signed by the examiners, to the School, and the student can retain the other copies, also duly signed by the examiners, as individual copies for the student.

In addition to this the team must upload a soft copy of the report, duly signed by the examiners in the link provided by the project coordinator.

**SIZE OF PROJECT REPORT:**

Total No. of pages (starting from Introduction):

Minimum: 50 Pages

Maximum: 75 Pages