# GUIDELINES FOR THE PREPARATION OF PROJECT REPORTS

1. Project reports should be typed neatly only on one side of the paper with 1.5 or double line spacing preferably on an A4 size bond paper (210 X 297mm). The margins should be: **Left** 1.25”, **Right** –0.75”, **Top and Bottom**-0.75”. (any good quality paper of same size is OK) Total number of **pages 15-20(Minimum)**.
2. The number of report (Spiral bounded) to be prepared is number of students in the team. However, one soft copy (CD) has to be submitted to coordinator.
3. Before taking the **final printout**, Report should be checked through plagiarism software (Get it done by Guide), the approval of the concerned guide is mandatory and suggested corrections, if any must be incorporated.
4. Report must contain

White title page with an **IVORY** plastic cover

Certificate in the format enclosed signed by following

Chairperson

Guide

1. The **organization of the report** should be as follows

Title page,

Certificate

Acknowledgement

Abstract

Contents

Main body of project

* **Main body** of the report divided appropriately into chapters
* Main chapters are as follows (page numbers specified here is minimum requirements)

1. Introduction---2 Pages
2. Analysis -------2-3 Pages
3. Design -------2-3 Pages
4. Screen Shots (Implementation --not codes)-----5 Pages
5. Testing(Test Cases)-----1-2 Pages
6. Conclusion --------1 Page
7. Bibliography.------1 Page

* **Introduction** usually specifies the scope of work and its importance and relation to previous work and the present developments,

**CLARIFICATION REGARDING FONT TYPES AND SIZES**

The font to be used for the entire project is **Verdana.**

The font sizes to be followed are outlined below:

**Chapter Title**: Aligned centrally, font size 16, bold, capitalized

**The sections headings**: Left aligned, font size 14, bold, capitalized

**The sub-sections headings**: Left aligned, font size 12, bold, capitalized

**Any deeper level subsection headings**:

Left aligned, font size 12, bold, Title Case

The body: aligned as - justified, font size is 11, regular text, Sentence Case

Header footers font size is 10

***Header sample****:*

Project title is left aligned and page number is right aligned

<<Project Title>> <<Page Number>>

***Footer Sample:***

PESU Dept. of Computer Applications Jan-May 2019

### FRONT PAGE FORMAT

A Project Report on

#### **< Project Title >**

Submitted in partial fulfillment of requirement

For the award of the degree

##### **MASTER OF COMPUTER APPLICATIONS**

Of

###### **PES University**

By

###### **< Student Names >**

**< SRN Numbers >**

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PES UNIVERSITY

100 Ft Ring Road, B.S.K 3rd Stage, Bangalore-85

**2019**

**PES UNIVERSITY**

**Department of computer applications**

**100 Ft Ring Road, BSK 3rd Stage**

**Bangalore 85**

**2019**

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**C E R T I F I C A T E**

This is to certify that the project entitled**< Project Title >**is a bonafide work carried out by**< Name of the students >< SRN Nos >**submitted in partial fulfillment of the requirement of fourth semester course work of MCA during the academic session Jan-May 2019.

**Project Guide Chairperson**

(Name of the Guide **Dr. Vienna S**

with designation)