

# Bachelor of Computer Applications

Course Code: BCA 307  
Course Name: Minor Project

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## PROJECT REPORT

All the students are required to submit a report based on the project work done by them during the sixth semester.

### SYNOPSIS (SUMMARY/ABSTRACT) :

All students must submit a summary/abstract separately with the project report. Summary, preferably, should be of about 3-4 pages. The content should be as brief as is sufficient enough to explain the objective and implementation of the project that the candidate is going to take up. The write up must adhere to the guidelines and should include the following:

- Name / Title of the Project
- Statement about the Problem
- Why is the particular topic chosen?
- Objective and scope of the Project
- Methodology (including a summary of the project)
- Hardware & Software to be used
- Testing Technologies used
- What contribution would the project make?

**TOPIC OF THE PROJECT-** This should be explicitly mentioned at the beginning of the Synopsis. Since the topic itself gives a peep into the project to be taken up, candidate is advised to be prudent on naming the project. This being the overall impression on the future work, the topic should corroborate the work.

**OBJECTIVE AND SCOPE:** This should give a clear picture of the project. Objective should be clearly specified. What the project ends up to and in what way this is going to help the end user has to be mentioned.

**PROCESS DISCRPTION:** The process of the whole software system proposed, to be developed, should be mentioned in brief. This may be supported by DFDs / Flowcharts to explain the flow of the information.

**RESOURCES AND LIMITATIONS:** The requirement of the resources for designing and developing the proposed system must be given. The resources might be in form of the hardware/software or the data from the industry. The limitation of the proposed system in respect of a larger and comprehensive system must be given.

**CONCLUSION:** The write-up must end with the concluding remarks-  
innovation in the approach for implementing the Project, main achievements  
important feature that makes the system stand out from the rest.

# Bachelor of Computer Applications

## **The following suggested guidelines must be followed in preparing the Minor Project Report:**

Good quality white A4 size paper should be used for typing and duplication. Care should be taken to avoid smudging while duplicating the copies.

Page Specification: (Written paper and source code)

- Left margin - 3.0 cms
- Right margin- 2.0 cms
- Top margin 2.54 cms
- Bottom margin 2.54 cms
- Page numbers - All text pages as well as Program source code listing should be numbered at the bottom center of the pages.

**Normal Body Text: Font Size:** 12, Times New Roman, Double Spacing, Justified. 6 point above and below para spacing

**Paragraph Heading Font Size:** 14, Times New Roman, Underlined, Left Aligned. 12 point above & below spacing.

**Chapter Heading Font Size:** 20, Times New Roman, Centre Aligned, 30 point above and below spacing. **Coding Font size :** 10, Courier New, Normal

**Submission of Project Report to the University :** The student will submit his/her project report in the prescribed format. The Project Report should include:

1. One copy of the summary/abstract.
2. One hard Copy of the Project Report.
3. The Project Report may be about 75 pages (excluding coding).

## **FORMAT OF THE STUDENT PROJECT REPORT ON COMPLETION OF THE PROJECT**

- I. Cover Page as per format
- II. Acknowledgement
- III. Certificate of the project guide
- IV. Synopsis of the Project
- V. Main Report
  - i. Objective & Scope of the Project
  - ii. Theoretical Background Definition of Problem
  - iii. System Analysis & Design vis-a-vis User Requirements
  - iv. System Planning (PERT Chart)
  - v. Methodology adopted, System Implementation & Details of Hardware & Software used System Maintenance & Evaluation
  - vi. Detailed Life Cycle of the Project
    - a. ERD, DFD
    - b. Input and Output Screen Design
    - c. Process involved
    - d. Methodology used testing



# Bachelor of Computer Applications

- e. Test Report, Printout of the Report & Code Sheet
- VI. Coding and Screenshots of the project
- VII. Conclusion and Future Scope
- VIII. References

## **Formats of various certificates and formatting styles are as:**

### **1. Certificate from the Guide**

#### **CERTIFICATE**

This is to certify that this project entitled “ xxxxxx xxxxx xxxxx xxxx xxxx xxx” submitted in partial fulfillment of the degree of Bachelor of Computer Applications to the “xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx” through xxxxxx xxxxx done by Mr./Ms.\_\_\_\_\_, Roll No. \_\_\_\_\_ is an authentic work carried out by him/her at \_\_\_\_\_ under my guidance. The matter embodied in this project work has not been submitted earlier for award of any degree to the best of my knowledge and belief.

Signature of the student

Signature of the Guide

### **2. Project Report Cover Page Format:**

**Title of the Project/report**  
**(Times New Roman, Italic, Font size = 24 )**

**Submitted in partial fulfilment of the requirements for the award of the**  
**degree of**  
**Bachelor of Computer Applications**  
**(Bookman Old Style, 16 point, centre)**

**Submitted to:**  
**(Guide Name)**

**Submitted by:**  
**(Student's name)**  
**Roll No**  
**College Name**

### **3. Self-Certificate by the students**

# **Bachelor of Computer Applications**

## **SELF CERTIFICATE**

This is to certify that the dissertation/project report entitled “.....” is done by me is an authentic work carried out for the partial fulfilment of the requirements for the award of the degree of Bachelor of Computer Applications under the guidance of \_\_\_\_\_. The matter embodied in this project work has not been submitted earlier for award of any degree or diploma to the best of my knowledge and belief.

Signature of the student

Name of the Student

Roll No.

## **4. ACKNOWLEDGEMENTS**

In the “Acknowledgements” page, the writer recognizes his indebtedness for guidance and assistance of the thesis adviser and other members of the faculty. Courtesy demands that he also recognize specific contributions by other persons or institutions such as libraries and research foundations. Acknowledgements should be expressed simply, tastefully, and tactfully.