

1. Project Proposal

1.1 Cover Page

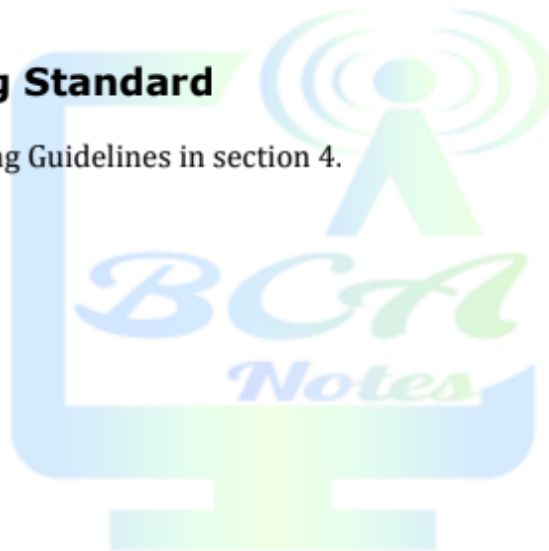
Refer to Sample of Project Proposal Cover Page in the Section 5.

1.2 Contents

1. Introduction
2. Problem Statement
3. Objectives
4. Methodology
5. Project Gantt Chart
6. Deliverables
7. References

1.3 Formatting Standard

Refer to the Formatting Guidelines in section 4.



2. Mid Term Progress Report

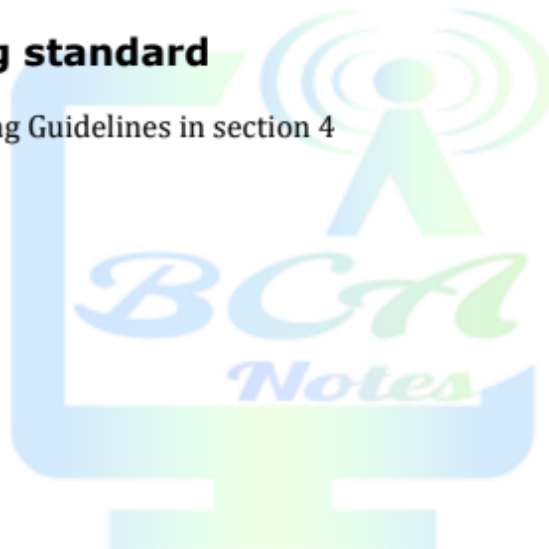
2.1 Contents

This progress report is to keep track of the status of the project. This document should be submitted as per the calendar to the project supervisor. It should contain details that reflect the progress. This is a draft document and should be at least of 5 pages (may be more if required). This progress report is expected to address the following:

1. Should contain the draft cover page, indicating Mid Term Progress Report (1 or 2), the project title, and the participants.
2. What is completed? Enclose proof of concept and other valid documents.
3. What needs to be done?
4. Bottlenecks, if any?
5. Other issues that is hindering the progress

2.2 Formatting standard

Refer to the Formatting Guidelines in section 4



3. Final Project Report

3.1 Cover Page

Refer to Project Report Cover Page Template in Section 5.

3.2 Contents

Title Page

Acknowledgement

Declaration and Recommendation

Letter of Approval

Abstract

Table of Contents

List of Tables

List of Figures

Abbreviations

1. Introduction
2. Problem Statement
3. Objectives
4. Background Study
5. Requirement Document
6. System Design
7. Development
8. Testing
9. Project Result (Should supplement this topic with a Demo)
10. Future Enhancements
11. Conclusion
12. Annex

These sections can be enhanced if required for a specific project in consultation with the supervisor and program coordinator.

3.3 Formatting Standard

Refer to the Formatting Guidelines in section 4

4. Formatting Guidelines

4.1 Paper

Use A4 size white paper and print only on single side of the paper.

4.2 Length of the Report

It depends on the nature of the project. The valid length is under the jurisdiction of the supervisor and the department.

4.3 Margins

Left side: 1.5 inch, Right side: 1 inch, Bottom: 1 inch, Top: 1 inch

4.4 Font

Times New Roman, Black

4.5 Font Size

Heading 1: 16, Bold, Space Before: 12 pt, After: 12 pt, Keep with next, Keep lines together, Every context word should start with Uppercase,

Heading 2: 14, Bold, Space Before: 12 pt, After: 12 pt, Keep with next, Keep lines together, Every context word should start with Uppercase

Heading 3: 12, Bold, Space Before: 6 pt, After: 6 pt, Keep with next, Keep lines together, Every context word should start with Uppercase

Heading 4: 12, Normal, Every context word should start with Uppercase

Main Text: 12, Normal and Justified, Italics and Bold are permitted for emphasis as and when required.

4.6 Line Spacing

1.5 lines

4.7 Paragraph

No indentation

4.8. Page Number

At the right of the page, Times New Roman, 10, Black, Normal

4.9 Pagination

Natural numbers (1, 2, 3...) from first page to end of the report including Annex. Roman numbering in the introductory pages like Acknowledgement, Table of Contents, List of Tables, List of Figures, and other if any.

4.10 Table and Figure labeling

Table Section No. Table No – Table Name, Times New Roman, 10, Normal, center

Example: Table 4.10.1- Table Naming Example

Figure Section No. Figure No – Figure Name, Times New Roman, 10, Normal, center

Example: Figure 4.10.1 – Figure Naming Example

4.11 Binding

Proposal: Tape binding (1 Copy during defense and after defense, 2 copies of finalized version of the proposal with correction need to be submitted to the college).

Mid Term Progress Report:

Tape binding (1 copy to the supervisor)

Final Project Report:

For 2nd and 4th Semester

Tape Binding (Total 4 Copies: Pokhara University – 1 Copy, College – 2 Copies, Student – 1 Copy). No. of student copies may differ according to the number of members in the project group.

For 6th and 8th Semester

Hard Binding (Total 4 Copies: Pokhara University – 1 Copy, College – 2 Copies, Student – 1 Copy). No. of student copies may differ according to the number of members in the project group.

4.12 Citation and Reference

APA Format be used

4.12.1 Text Citation

Source material must be documented in the body of the paper by citing the author(s) and date(s) of the sources. The underlying principle is that ideas and words of others must be formally acknowledged.

The reader can obtain the full source citation from the list of references that follows the body of the paper.

- A. When the names of the authors of a source are part of the formal structure of the sentence, the year of publication appears in parentheses following the identification of the authors. Consider the following example:

Wirth and Mitchell (1994) found that although there was a reduction in insulin dosage over a period of two weeks in the treatment condition compared to the control condition, the difference was not statistically significant.

[**Note:** *and* is used when multiple authors are identified as part of the formal structure of the sentence. Compare this to the example in the following section.]

- B. When the authors of a source are *not* part of the formal structure of the sentence, both the authors and year of publication appear in parentheses. Consider the following example:

Reviews of research on religion and health have concluded that at least some types of religious behaviors are related to higher levels of physical and mental health (Gartner, Larson, & Allen, 1991; Koenig, 1990; Levin & Vanderpool, 1991; Maton & Pargament, 1987; Paloma & Pendleton, 1991; Payne, Bergin, Bielema, & Jenkins, 1991).

[**Note:** *&* is used when multiple authors are identified in parenthetical material. Note also that when several sources are cited parenthetically, they are ordered alphabetically by first authors' surnames and separated by semicolons.]

- C. When a source that has two authors is cited, both authors are included every time the source is cited.
- D. When a source that has three, four, or five authors is cited, all authors are included the first time the source is cited. When that source is cited again, the first author's surname and "et al." are used. Consider the following example:

Reviews of research on religion and health have concluded that at least some types of religious behaviors are related to higher levels of physical and mental health (Payne, Bergin, Bielema, & Jenkins, 1991).

Payne et al. (1991) showed that...

- E. When a source that has six or more authors is cited, the first author's surname and "et al." are used every time the source is cited (including the first time).
- F. Every effort should be made to cite only sources that you have actually read. When it is necessary to cite a source that you have not read ("Grayson" in the following example) that is cited in a source that you have read ("Murzynski & Degelman" in the following example), use the following format for the text citation and list only the source you have read in the References list:

Grayson (as cited in Murzynski & Degelman, 1996) identified four components of body language that were related to judgments of vulnerability.

- G. To cite a personal communication (including letters, emails, and telephone interviews), include initials, surname, and as exact a date as possible. Because a personal communication is not "recoverable" information, it is not included in the References section. For the text citation, use the following format:

B. F. Skinner (personal communication, February 12, 1978) claimed...

- H. To cite a Web document, use the author-date format. If no author is identified, use the first few words of the title in place of the author. If no date is provided, use "n.d." in place of the date. Consider the following examples:

Degelman (2009) summarizes guidelines for the use of APA writing style.

Changes in Americans' views of gender status differences have been documented (*Gender and Society*, n.d.).

4.12.2 References

All sources included in the References section must be cited in the body of the paper (and all sources cited in the paper must be included in the References section).

A. Format

The references begin on the line following the References heading. Entries are organized alphabetically by surnames of first authors. Most reference entries have the following components:

1. Authors:

Authors are listed in the same order as specified in the source, using surnames and initials. Commas separate all authors. When there are eight or more authors, list the first six authors followed by three ellipses (...) and then the final author. If no author is identified, the title of the document begins the reference.

2. Year of Publication:

In parentheses following authors, with a period following the closing parenthesis. If no publication date is identified, use "n.d." in parentheses following the authors.

3. Source Reference:

Includes title, journal, volume, pages (for journal article) or title, city of publication, publisher (for book). Italicize titles of books, titles of periodicals, and periodical volume numbers.

4. Electronic Retrieval Information:

Electronic retrieval information may include digital object identifiers (DOIs) or uniform resource locators (URLs). DOIs are unique alphanumeric identifiers that lead users to digital source material.

B. Example of APA-formatted References

Aldridge, D. (1991). Spirituality, healing and medicine. *British Journal of General Practice*, 41, 425-427. Retrieved from <http://www.rcgp.org.uk/publications/bjgp.aspx>

Byrd, R. C. (1988). Positive therapeutic effects of intercessory prayer in a coronary care unit population. *Southern Medical Journal*, 81, 826-829.

Dossey, L. (1997, March). *Prayer as distant intentionality: An idea whose time has come.*

Paper presented at the meeting of Spirituality and Healing in Medicine-II, Los Angeles, CA.

Finney, J. R., & Malony, H. N. (1985). Empirical studies of Christian prayer: A review of the literature. *Journal of Psychology and Theology*, 13, 104-115.

Friedman, R., & Benson, H. (1997). Spirituality and medicine. *Mind/Body Medicine*, 2, 12.

Gartner, J., Larson, D. B., & Allen, G. D. (1991). Religious commitment and mental health: A review of the empirical literature. *Journal of Psychology and Theology*, 19, 6-25.

Harris, W. S., Gowda, M., Kolb, J. W., Strychacz, C. P., Vacek, J. L., Jones, P. G., ...

McCallister, B. D. (1999). A randomized, controlled trial of the effects of remote, intercessory prayer on outcomes in patients admitted to the coronary care unit. *Archives of Internal Medicine*, 159, 2273-2278. doi:10.1001/archinte.159.19.2273

C. Examples of sources

1. Journal article with DOI

Murzynski, J., & Degelman, D. (1996). Body language of women and judgments of vulnerability to sexual assault. *Journal of Applied Social Psychology*, 26, 1617-1626. doi:10.1111/j.1559-1816.1996.tb00088.x

2. Journal article without DOI, print version

Koenig, H. G. (1990). Research on religion and mental health in later life: A review and commentary. *Journal of Geriatric Psychiatry*, 23, 23-53.

3. Journal article without DOI, retrieved online

[**Note:** For articles retrieved from databases, include the URL of the journal home page. Database information is not needed. Do not include the date of retrieval.]

Aldridge, D. (1991). Spirituality, healing and medicine. *British Journal of General Practice*, 41, 425-427. Retrieved from <http://www.rcgp.org.uk/publications/bjgp.aspx>

4. Book

Paloutzian, R. F. (1996). *Invitation to the psychology of religion* (2nd ed.). Boston, MA: Allyn and Bacon.

5. Informally published Web document

Degelman, D. (2009). *APA style essentials*. Retrieved from http://www.vanguard.edu/faculty/ddegelman/detail.aspx?doc_id=796

6. Informally published Web document (no date)

Nielsen, M. E. (n.d.). *Notable people in psychology of religion*. Retrieved from <http://www.psywww.com/psyrelig/psyrelpr.htm>

7. Informally published Web document (no author, no date)

Gender and society. (n.d.). Retrieved from <http://www.trinity.edu/~mkearl/gender.html>

8. Abstract from secondary database

Garrity, K., & Degelman, D. (1990). Effect of server introduction on restaurant tipping. *Journal of Applied Social Psychology*, 20, 168-172. Abstract retrieved from PsycINFO database.

9. Article or chapter in an edited book

Shea, J. D. (1992). Religion and sexual adjustment. In J. F. Schumaker (Ed.), *Religion and mental health* (pp. 70-84). New York, NY: Oxford University Press.

5. Project Proposal/Report Cover Page

[College Logo]

[College Name]

[College Address]

A Project Proposal/Report

on

[Title of Project]

Submitted to

[College Name]

Bachelor of Computer Application (BCA) Program

In partial fulfillment of the requirements for the degree of Program Name under

Pokhara University

Submitted by

[Name of the Student]

[Program, Semester]

[PU Registration No.]

[Date: dd/mm/yyyy]

6. Students Declaration

Declaration for

“Project Title”

Student's Declaration

I (We) hereby declare that I (we) am (are) the only author(s) of this work and that no sources other than the listed here have been used in this work.

Name of the Student

Class Roll No:

Program, Semester

Date: ____ / ____ / ____



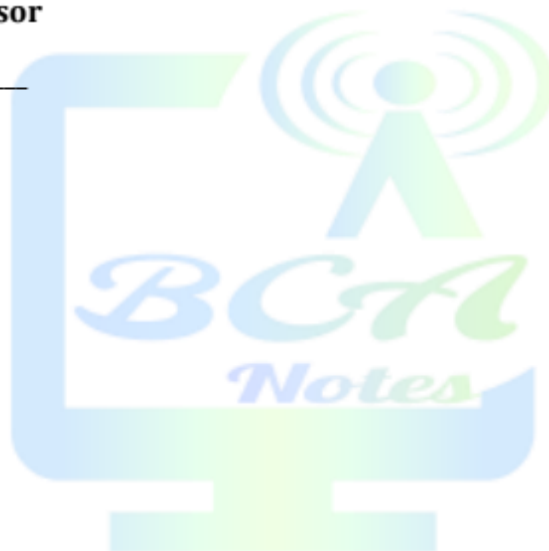
7. Supervisor's Recommendation

Supervisor's Declaration

I hereby recommend that this project entitled "**Project Title**" is done under my supervision by **Student Name1 and Student Name 2** during their _th Semester in partial fulfillment of the requirements for the degree of **Program Name** under **Pokhara University** is completed to my satisfaction and be processed for final evaluation.

Name of the Supervisor

Date: ____ / ____ / ____



8. Letter of Approval in College Letter Pad

Letter of Approval

We certify that we have examined this report entitled "**Project Title**", and are satisfied with the project defense. In our opinion it is satisfactory in the scope and qualify as project in partial fulfillment of the requirements for the degree of **Program Name** under **Pokhara University**.

Supervisor

Examiner

Program Coordinator

Date: ____ / ____ / ____

