

**Birla Vishvakarma Mahavidyalaya**  
**[Engineering College, Vallabh Vidyanagar]**  
(An Autonomous Institute)  
**Information Technology Department**

Subject Name: **Mini Project**

Subject Code: **3IT31**

Academic year: **2023-24** Semesters: **2**

**Date: 16/01/2024**

**Notice**

All the students of third year are hereby informed that, you have to submit your mini project's first Progress Report on or before **25/01/2024** to your respective guide. Your first progress report should contain below mentioned information.

1. Project Definition
2. Project Objective
3. Project Scope
4. Project Modules
5. Project basic requirements (Hardware, Software)
6. Literature review (minimum 5 research papers, if applicable/comparison of related software/tools)
7. Project feasibility study
8. Project Requirement Gathering
  - Requirement Gathering Techniques for your project.
  - Comparison of Existing Applications with your Application
9. Project Timeline chart
10. Project work distribution among team members

**Progress Report Format: (Common for entire semester)**

1. Page Size : A4
2. Font : Times New Roman ( Heading 14, Sub Heading 14, content in 12 point)
3. Numbering: (Section 1, Sub-Section: 1.1, and so...)
4. Clearly mention table and figure caption below the figure and table (centrally align and 10 points Times new roman and Bold. For example: **Table 1.** Or **Figure 1.**)

**Note:** Each report should be ended with **Guide Remark/suggestions** and **Guide Signature with Date.**

A Progress Report must be submitted by each group within given time limits every time whenever asked.

**Dr. Nilesh B. Prajapati**  
Course Coordinator  
(3IT31)