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**MCA**

**PROJECT REPORT GUIDELINES**

GENERAL INSTRUCTION’S ABOUT THE FORMAT OF PROJECT REPORT

1. Project Report must be spiral bound**(2 copies)**.
2. Design of a cover page is provided on Page 3 and all students should use the same format.
3. Project Acceptance, Declaration and Acknowledgement formats are given below (page number 4, 5, and 6).
4. Table of contents should cover all the sections of the report.

**Project report must be contain following standard guidelines**

* Text Font: Times New Roman
* Project Title: 16 bold
* Chapter Name size: 16 bold with Capital Letters
* Heading size: 14 bold with Capital Letters
* Sub-Heading size: 14boldTitleCase
* General Text size: 12 Sentence Case
* Diagrams / Table headings / Fig. Headings – 12 Times New Roman
* Any Other text - 12 Times New Roman
* Spacing between heading and body text should be 2.
* Text contents should be contain1.5 line space
* All pages should be numbered as per given content table.
* New paragraphs start with single tab.
* Margins - Left 1.5’, Right 1.0’, Top 1.0’ and Bottom 1.0’
* Page numbering
  + Position Bottom, Middle
  + Front Pages Small Roman Numbers
  + (Excluding title page, Certificate page, Acknowledgement page)
  + Project Body 1,2,3 ……….
  + Annexure 1,2,3………..(Separate for each Annexure)
* REFERENCES
  + Author Name, Title of Paper/ Book, Publisher’s Name, Year of publication
  + Full URL Address

**Arrangement of contents of project report**

The sequence in which the project report material should be arranged and bound should be as follows:

* Copy of Cover Page as per format/ Title page on white Background (Page 3)
* Project Acceptance Certificate(Page 4)
* Declaration (page 5)
* Acknowledgement (page 6)
* Table of Contents (page 7)
* **Chapters (Main Report)**
* Appendices (may include the following things)
  + Input/output forms of the existing system
  + Organization chart or any format of existing system
  + Coding …. etc)
* References

**MINI- PROJECT REPORT**

**(Code-RCA-451)**

**ON**

**<TITLE OF PROJECT>**

**Submitted towards Partial Fulfillment for the Requirements of 4thSemester of**

**MASTER OF COMPUTER APPLICATION**

**Submitted By**

**<Student Name1> : <University Roll N.>**

**<Student Name2> : <University Roll N.>**

**<Student Name3> : <University Roll N.>**

**<Student Name4> : <University Roll N.>**

**Supervised by**

**<Name of Supervisor>**

**<Designation>**

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**Institute of Management Studies, Ghaziabad**

**Dr. A.P.J. Abdul Kalam Technical University**

**Lucknow, Uttar Pradesh**

**SESSION: 2018-2019**

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**PROJECT ACCEPTANCE CERTIFICATE**

This is to certify that project work entitled **“<Title of project>”** by **<Name of student>, <University Roll No.>,** student of 4**thSemester in Master of computer application,** Batch (2016-2019 and LE-2017-2019) of **INSTITUTE OF MANAGEMENT STUDIES, GHAZIABAD** affiliated to **Dr. A.P.J ABDUL KALAM TECHNICAL university, LUCKNOW,** hereby accepted for the partial fulfillment for the requirement of the 4thsemester of **MASTER OF COMPUTER APPLICATION.**

**<Project Supervisor Name>**

**<Designation>**

**Project Supervisor**

**DECLARATION**

I**, <Name of Student>, <University Roll No>** do hereby declare that the project work entitled <**Name of the Project**>is an authenticated work carried out by me under the guidance of **<NAME of SUPERVISOR>** for the partial fulfillment for the requirement of the 4thsemester of **MASTER of Computer APPLICATION** and this work has not been submitted for similar purpose anywhere else except to **INSTITUTE OF MANAGEMENT STUDIES GHAZIABAD**, affiliated to**Dr. A.P.J. ABDUL KALAM technical university, LUCKNOW.**

(Name of Student)

(University Roll Number)

**ACKNOWLEDGEMENT**

I would like to express my sincere gratitude to my supervisor**, <Name of supervisor>,** for proper supervision and timely support. His / Her wide knowledge, guidance and continuous encouragements have been a great help throughout ourproject work.

I would like to thank Dr. Avadhesh Kumar Gupta(Head-MCA), **<Project Supervisor Name>**and all faculty members of ***Department of Computer Application, Institute of Management Studies, Ghaziabad*** who kindly have given valuable guidelines and suggestions for completion of my project, and also motivated me throughout entireproject.

(Name of Student)

(University Roll Number)

Table of Contents

1. Introduction 4

1.1 Objective 4

1.2 Overview of the Project 4

1.2 Scope 6

1.3 Definitions, Acronyms and Abbreviations 7

1.6 Feasibility Study 8

2. Software Requirement Specifications

2.1 Technologies to be used 9

2.2 Software Requirements 10

2.3 Hardware Requirements 11

3.3 Assumptions and Dependencies 12

3. Design 13

3.1 Architecture diagram 14

3.2S ER Diagram 16

3.3 Data Dictionary 18

3.4 UML Diagrams(Use Case Diagram & Class Diagram) 20

3.5 User Interface Design (Screen Map) 22

3. Testing and Deployment 25

3.1 Test Design and Methodology 26

3.2 Test Cases 28

3.3 Implementation Strategy 31

3.4 Deployment Diagram 33

4. Conclusion and Future Scope 35

**Appendices**

1. **User Interface Screens (Screen Shots)**
2. **Coding**

**References /Bibiliography**