



Microtek Group of Institutions  
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Teaching for Future

# Guidelines for Project Submission

## MCA/BCA/BSC-IT/PGDCA

**The following suggested guidelines must be followed in preparing the Final project Report:**

Good quality white executive bond paper A4 size 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 - 1.0 inch
  - Right margin- 0.75 inch
  - Top margin 0.75 inch
  - Bottom margin 0.75 inch
  - Page numbers - All text pages as well as Program source code listing should be numbered at the bottom center of the pages.
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- ✓ **Normal Body Text: Font Size:** 12, Times New Roman, Double Spacing, Justified. 6 point above and below para spacing
  - ✓ **Paragraph Heading Font Size:** 16, Times New Roman, Underlined, Left Aligned. 12 point above & below spacing.
  - ✓ **Paragraph Sub 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

## **PROJECT PROPOSAL (SYNOPSIS) FORMAT**

Project proposal should be prepared in **consultation with the guide**. It should clearly state the objectives and environment of the proposed project to be undertaken. Project synopsis may contain **15-20 pages** and sequence of contents strictly should be in the following order:

- 1) **Cover and Title page**
- 2) **Index**
- 3) **Introduction and objective of the project**
- 4) **Analysis**
  - **DFD 0 Level, 1 Level and 2 Level**
  - **ER Diagram**
- 5) **H/W and S/W Requirement**
- 6) **Table and Structure, Number of Modules, Detail of Modules, Data Structure**
- 7) **Types of Reports (If Any)**
- 8) **Scope of future application**
- 9) **Bibliography/References**

**Note:** Synopsis must be submitted on time and must be in spiral binding.

**SYNOPSIS  
ON  
REPORT TITLE**



**Department Of Information & Technology  
Microteck Institute of Information Technology  
Maldahiya, Varanasi (U.P)  
Month, Year**



**Singhania University, Jhunjhunu (Rajasthan)**

**Under Esteemed Guidance Of  
Guide Name**

**Submitted To:**

**Submitted By:**

**Name 1 (Roll Number)**

**Name 2 (Roll Number)**

**Name 3 (Roll Number)**

# MCA/BCA/BSC-IT PROJECT REPORT FORMAT

The Project should be prepared in consultation with the guide and may contain 150-200 pages (including coding). Project Report should strictly follow the points given below:

- 1) Cover and Title page + Inner Cover page
- 2) Index
- 3) Acknowledgement
- 4) Certificate of Originality
- 5) Introduction/Aims and Objective
- 6) System Analysis
  - Identification of Need
  - Preliminary Investigation
- 7) Feasibility Study
  - Technical Feasibility
  - Economic Feasibility
  - Operational Feasibility
- 9) Analysis
  - DFD 0 Level, 1- Level and 2 Level
  - ER Diagram
  - Table structure
- 10) S/W & H/W Requirement Specification
- 11) System Design- Screen Shots
- 14) Coding
- 15) Implementation and Maintenance
- 16) Testing (Testing techniques and Testing strategies)
- 17) Various types of Reports/Modules
- 18) Pert Chart/Gantt Chart (If Any)
- 19) Future scope of the project
- 20) Conclusion
- 21) Bibliography/References

Note: - The above is meant to serve as a guideline for preparation of your project report. You may add to, modify or omit some of the above-mentioned points depending upon their relevance to your project. You may also consult your internal guide for the same.

**Note: Student must submit the project report in Hard Binding otherwise Project Report will be rejected.**

**PROJECT**  
**ON**  
**REPORT TITLE**

**BY**  
**NAME OF STUDENT**  
**Course**  
**ROLL NO**



**Department Of Information & Technology**  
**Microteck College of Management & Technology**  
**Maldahiya, Varanasi (U.P)**  
**Month, Year**

**Singhania University, Jhunjhunu (Rajasthan)**

**MAJOR/ MINOR PROJECT REPORT**

**ON**

**TITLE OF PROJECT**

**SUBMITTED IN PARTIAL FULFILLMENT FOR AWARD OF DEGREE**

**IN**

**BACHELOR OF COMPUTER APPLICATION**

**( BATCH 2011-2014 )**

**BY**

**NAME OF STUDENT**

**ROLL NO**

**UNDER THE ESTEEMED GUIDANCE OF**

**NAME OF GUIDE**

**Department Of Information & Technology  
Microteck College of Management & Technology  
Maldahiya, Varanasi (U.P)  
Month, Year**



**Singhania University, Jhunjhunu (Rajasthan)**

## Certificate of Originality

I hereby declare that the Project entitled “**Title of the Project**” submitted to the Department of Information Technology, **Microteck College of Management & Technology** Maldahiya, Varanasi (U.P) in partial fulfillment for the award of the Degree of **BACHELOR IN COMPUTER APPLICATION** in session 2011-2014 is an authentic record of my own work carried out under the guidance of Dr./Ms./Mr..... and that the Project has not previously formed the basis for the award of any other degree.

Place:.....

Date:.....

Signature of the candidate.

(Name of Student)

(Roll No.)

This is to certify that the above statement made by the candidate is correct to the best of my knowledge.

1. Signature of Internal guide

Name:.....

Designation:.....

2. Signature of External Guide

Name:.....

Designation:.....

## **Acknowledgement**

I am very grateful to my project guide Dr./Mr./Ms. \_\_\_\_\_ for giving his valuable time and constructive guidance in preparing the Synopsis/Project.

It would not have been possible to complete this project in short period of time without his kind encouragement and valuable guidance.

Date:

**Signature**  
Name of the Student