ADIKAVI NANNAYA UNIVERSITY
RAJAHMAHENDRAVARAM
UNIVERSITY COLLEGE OF ENGINEERING

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<u>MCA Project Guidelines</u>:

Every Student has to do the project work as the part of the curriculum in their 6th semester.

Every student is required to carry out Project work under the supervision of a project Guide allotted to them.

The student should be under continuous assessment of the project guide.

The student is required to present the progress of the Project work during the semester as per the schedule provided by the department.

The students who were willing to do their project in any Company/Industry, they are required to submit the letter given by the concerned Company/Industry and should be under continuous assessment of the guide allotted to them in the Company/Industry and also the internal guide allotted to them in the department.

All the students are encouraged to publish at least 1 paper on their work   in the journals approved by UGC preferably.

All the students should strictly follow the attendance maintained by their respective guides.

All the students should follow the schedule given by the department and should compulsory attend the reviews without fail.

In case of any misconduct or irregularity Guide and HOD's decision is final whether to allow the student for final viva or not.

ORGANIZATION OF PROJECT REPORT

1. Title page

2. Certificate

3. Certificate issued by outside organization if any

4. Acknowledgements

5. Abstract

6. Index

7. List of Figures

8. List of Tables

9. Body of the Project Report as follows:

   1. Introduction to the problem

   2. State of the Art/Literature Survey

   3. Present Work with diagrams

   4. Implementation

   5. Results along with test cases

   6. Conclusions and Future Work

   7. Bibliography

Every copy should be accompanied by a softcopy in CD along with required software and tools. No. of copies are **1 for Guide, 1 for Library and 1 copy for student(Total 3 copies)**

Persian blue cover should be used for binding.

Page No's should be in the centre 11 font Times New Roman.

All the Page Headings 16 Bold Times New Roman.

- o Side Headings 14 Times New Roman

- o Side Sub-Headings 12 Times New Roman

- o Any body text content is 11 font Times New Roman 1.5 Paragraph spacing

ADIKAVI NANNAYA UNIVERSITY
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Guidelines on the Preparation of MCA Project Report

OBJECTIVE

A Project Report is a documentation of student's project work—a record of the original work done by the student. It provides information on the student's research work to the future researchers. The Dept. is committed to preserve a proper copy of the student's report for archiving and cataloging it in the Departmental Library, making it available to others for academic purpose. Standardization, readability, conformance to ethical norms, and durability are the four overriding criteria for an acceptable form of a report. The objective of this document is to provide a set of guidelines that help a computer science student to prepare the report to satisfy the above-mentioned criteria.

FEATURES

1. The final copy of the report has to contain all the modifications/corrections made by the internal guide and is to be submitted before the student successfully defends the project in the viva voce examination.
2. The report has to contain an appropriate *copyright notice*.
3. The report has to include a *declaration* by the student to the effect that he/she has not resorted to any unethical practice while carrying out the research work and preparing the report.
4. the *contribution* of the student must be explicit in the Introduction chapter of the report.

FORMAT

After the text of the report is written, it is to be formatted in an appropriate manner for printing. The following guidelines are provided to format the report for easy readability.

Font

The preferred font size of the text is 12 point, but in no case should it be less than 11-point. The minimum font size of materials within a table or a figure can be 8 point, however The preferred font type is Times New Roman.

Margins
A margin of 3.75 cm (1½ inch) is to be given on the binding edge while on the other sides it is to be 2.5 cm (1 inch). The text of the report, including headings, figures, tables, and notes, but excluding page numbers, must be accommodated with in the page area.

Line Spacing

The line spacing in the main text must be between one-and-a-half and two single line spacing should be given for quotations, abstract, declaration, report approval, figure captions, table titles, figure legends, footnotes, and references. Equations, tables, figures, and quotations should be set off from the main text with adequate space (not less than the normal line spacing adopted for the main text). Two consecutive paragraphs should be separated by a spacing which must be larger than the line spacing adopted for the text.

THE PREFATORY MATERIALS

Title
1. The title should remain same as that given in the Abstract.

Cover Page
1. Cover page should contain the title and the name of the candidate.
See Sample Page 1 for details.
Title Page (First Inner Page)
The title page (first inner page) should be similar to the cover page but should contain a few additional items. This page will not only bear the title of the project and the candidate's name, but also the name of the degree for which the report is submitted, the name of the college, month and year of submission of the report, and the copyright notice.

Declaration by the Students

The student has to give a declaration to the effect that the data used for the work, the work depicted in the project, and the written material contained in the report are not copied from others and that due permission has been taken from, and due credit has been given to, the sources whenever they are used. See Sample Page 4 for details.

Acknowledgements

It should be limited, preferably, to one page. (**Optional)**

Contents
Chapter numbers, chapter names, section numbers, section headings, subsection numbers, and subsection headings, along with the corresponding page numbers, should be given in the Contents. See Sample Page 4 for details.

List of Symbols
All the symbols used in the report are to be given here along with their explanations and units of measurement (if applicable).

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Abstract

1. The abstract of the report should be limited to 200-300 words.
2. A list of keywords should follow the abstract.

BODY OF THE REPORT

1. The report should be written in either British or American English, not a mixed mode. However, because of increasing acceptance of both styles and blurring of the distinction between the two, what is important is that consistency should be maintained all throughout the text.

2. The chapters should have numbers in Arabic numerals and should be written as Chapter 1, Chapter 2, etc. This should be followed by the title of the chapter (e.g. Introduction, etc.). The font size should be 14-point, bold for the titles.

3. Figures, tables, graphs should be positioned within the body of the text immediately after citation and should not be positioned separately.

References

1. IEEE style to be followed.
2. Irrespective of the style adopted, the reference details must include the title of the source.

Appendices

1. Each appendix should be identified as Appendix A, Appendix B, etc.
2. It should also have a title
3. The appendices and their titles should be listed in the Contents.
4. Section and sub-section headings, equations, figures, and tables should be identified as A.1, A.2, etc., in accordance with their appearance in an appendix.

Sample page1

THE TITLE OF THE REPORT SHALL LOOK LIKE THIS LINE

(The title is in Times New Roman Font with 16-point size, bold, one and a half line spacing)

Candidates name XXXXXXX

(Candidate's name in Times New Roman Font, 14-point size in Bold Italics)

ADIKAVI NANNAYA UNIVERSITY
RAJAHMAHENDRAVARAM
UNIVERSITY COLLEGE OF ENGINEERING

Sample page 2

THE TITLE OF THE REPORT ON THE SECOND PAGE SHOULD LOOK LIKE THIS

(Times New Roman, 16-point size, Bold and Centered)

Report submitted to

College name

for the award of the degree

(4 lines gap) (Times New Roman, 12-point size, Bold, Italics and Centered)

of

(1 line gap) (Times New Roman, 12-point size, Bold, Italics, and Centered)

Master of Computer Applications

(1 line gap) (Times New Roman, 14-point size, Bold, (Centered)

by

(1 line gap) (Times New Roman 12-point size, Bold, Italics, and Centered)

Name of the Student

(1 line gap) (Times New Roman, 14-point size, Bold, Centered)

(LOGO)

DEPARTMENT NAME
College Name
University Name
Month and Year

(1 line gap) (Times New Roman, 14-point size, Bold, Centered)

ADIKAVI NANNAYA UNIVERSITY
RAJAHMAHENDRAVARAM
UNIVERSITY COLLEGE OF ENGINEERING

Sample page 3

DECLARATION

I certify that

a. the work contained in this report is original and has been done by me under the guidance of my supervisor(s).

b. the work has not been submitted to any other Institute for any degree or diploma.

c. I have followed the guidelines provided by the university in preparing the report.

d. I have conformed to the norms and guidelines given in the Ethical Code of Conduct of the Institute.

e. Whenever I have used materials (data, theoretical analysis, figures, and text) from other sources, I have given due credit to them by citing them in the text of the report and giving their details in the references. Further, I have taken permission from the copyright owners of the sources, whenever necessary.

Signature of the student

Sample page 4

CERTIFICATE

This is to certify that the project Report entitled, "**Title of the Project**" submitted by

Mr./Ms. "**Name of the Student**" to "**Name of the college**", affiliated to "**Name of the**

University", Rajahmahendravaram,Andhra Pradesh, India, is a record of bonafide Project work

carried out by him/her under my/our supervision and guidance and is worthy of consideration for

the award of the degree of Master of Computer Applications

_____   _____
  External   Internal Guide

Date: