

Suggested format for Preparation of Project Report for “BACHELORS OF COMPUTER APPLICATION”

1. Arrangement of Contents:

- a) Cover Page(Color)(Appendix – I, Inner cover page should be as main cover page)
- b) Title Page (Same as cover Page)
- c) Declaration (Appendix – II)
- d) Certificate by Guide – III)
- e) Certificate by examiners (Appendix – IV)
- f) Acknowledgement from students (Appendix – V)
- g) List of Symbols
- h) List of abbreviations
- i) List of Tables
- j) List of figures
- k) Table of contents (Appendix – VI)
- l) Chapter : Introduction (Appendix – VII)
- m) Format of Bibliography(Appendix – VIII)

2. Description of the work (to be divided into following chapters)

- | | | |
|---------------|---|---------------------------|
| Chapter – I | : | Introduction |
| Chapter – II | : | Project Profile |
| Chapter – III | : | Research Methodology |
| Chapter – IV | : | Data Analysis |
| Chapter – V | : | Conclusions & Suggestions |

3. Report dimension & Binding specifications:

The dimension of the project report should be in A4 size and must be hard bound with plastic jacket. It is suggested that the cover page should be in **color**. The printing in expect the cover page should be in black colour.

4. Paper & Typing dimension.

White papers which do not deteriorate rapidly are to be used. The paper must be with informally even edges. Photocopies should be on copy bond available at most reproduction centers. The report should be typed in one side of the paper only. Whole of the report (expect the cover and title page) should be typed in Times New Roman font size of 12, justified and a line spacing of 1.5 left ,Margin 3 cm, Right margin 2 cm. Top margin 2.5 cm and Bottom margin 3.5 cm to be maintained. In case of mathematical expressions equation editor is to be used. Each chapter should start at a fresh page with a heading of a chapter (Appendix – VII)

5. Pagination

Each page must have a number designation, though numbers may be at center at the bottom of the page and pages of chapter heading if the student prefers. All pages must be numbered consecutively as follows:

- Lower-case Roman numerals (i.e., i, ii, iii, iv, v, vi, etc.) are used for preliminary pages. The numerals appear at the right bottom of the page, approximately ½” above the bottom.
- Arabic numerals (i.e., 1, 2, 3, 4, 5, 6, etc.) are used for the body of the thesis/project. The numerals appear in the right bottom corner of the page, approximately ½” up from the bottom and ½” in from the right margin.
- Material inserted after final typing should be numbered as in this example: 21, 21a, 21b, etc. This expedient should be used sparingly.

Appendices and the bibliography or reference list should be numbered consecutively with the rest of the thesis.

6. Caption of figure & tables.

Caption of figure and table should be provided at the bottom of the table and diagram. Captions should be italicized and should be at the center. Figure and table numbers should be in tune with the chapter numbers (e.g. the first figure of the chapter I should be numbered as Fig.1.1, first figure of chapter II should be numbered as Fig. 2.1 and so on.

7. Bibliography (Appendix – VIII)

8. Guard Sheets

A blank white page (Preferably thick) must be placed at the beginning and end of the report.

Project Report
On
“Project Title”

Submitted for partial fulfillment of requirement for the award of
Degree

Of

**Bachelors Of Computer Application
(BCA)**

Of

**Rajiv Gandhi College of Computer & IT
Manendragarh, Korea (C.G.)**

Session

July-20-- To June-20--

Guide By

Name of the Guide
Designation
Department

Submitted by

Name of the student
Enroll No.....

JUNE 20---

**RAJIV GANDHI COLLEGE OF COMPUTER & IT
NEAR STATE BANK MANENDRAGARH 497442
DIST.KOREA(C.G) TEL:-09300085072**

DECLARATION

I the undersigned solemnly declare that the report of the project work entitled, “**Project Title**” is based my own work carried out during the course of my study under the supervision of

I assert that the statements made and conclusions drawn are an outcome of the project work. I further declare that to the best of my knowledge and belief that the project report does not contain any part of any work which has been submitted for the award of any other degree/diploma/certificate in this Institute or any other Institute.

(Signature of the Candidate)

CERTIFICATE BY GUIDE

This to certify that the report of the project submitted is the outcome of the project work entitled “**Project Title**”

Carried out by bearing & Enrollment No.:..... carried by under my guidance and supervision for the award of **Bachelors Of Computer Application** of “**Rajiv Gandhi College of Computer & IT - Manendragarh**”, Study center of **Sam Higginbottom Institute of Agriculture, Technology & Sciences Allahabad India.**

To the best of the my knowledge the report

- i) Embodies the work of the candidate him/herself,
- ii) Has duly been completed,
- iii) Fulfils the requirement of the ordinance relating to the **BCA** Degree of this Institute
- iv) Is up to the desired standard for the purpose of which is submitted.

(Signature)

Mr. Anwar Rizvi

Director & Co-ordinator

Rajiv Gandhi College of Computer & IT

Manendragarh(C.G.) 497442

The project work as mentioned above is hereby being recommended and forwarded for examination and evaluation.

CERTIFICATE BY THE EXAMINERS

This is to certify that the project entitled

“Project Title”

Submitted by

Name of Candidate Enrollment No.:.....Has been examined by the undersigned as apart of the examination for the award of **Bachelors Of Computer Application** of **“Rajiv Gandhi College of Computer & IT”** Manendragarh (C.G.)

Name & Signature of
Internal Examiner
Date:

Name & Signature of
External Examiner
Date:

Forwarded by
Academic Head
Department of IT
Sam Higginbottom Institute of Agriculture, Technology & Sciences
Allahabad