

## **Guidelines for Submission of BCA Project**

All the candidates of BCA final project are required to submit a project report based on the work done by him/her during the project period.

### **THE GUIDE**

The Guide for BCA would be a person having MCA/MSC (IT) OR BE (IT) with 3 years' experience in IT.

### **PROJECT TIME / MAN-HOURS**

The BCA Major Projects would be approximately 100 man-hours and carries a total of 100 marks. The Project topics should be based on syllabus or as per the requirement of specific industry in sync with the course. Every student must prepare and submit the project work separately. Plagiarism would not be accepted under any circumstances.

Project Report should compulsorily include the software development, soft copy should also be submitted in CD along with Hard Bound Project report.

### **Project Evaluation Guidelines.**

The project is evaluated on the basis of following aspects:

Presentation and Demonstration - 40% of total marks.

Thesis/Project report - 30% of total marks.

Software Coding

i) Documentation - 10% of total marks.

ii) Software - 20% of total marks.

**Passing criteria is 50% of overall marks allotted to the project.**

Note - University reserves the right to adapt to new evaluation pattern

## SUMMARY/ABSTRACT

All students must submit a summary/abstract separately with the project report. Summary, preferably, should be of about 3-4 pages. The content should be as brief as is sufficient to explain the objective and implementation of the project that the candidate is going to take up. The write up must adhere to the guidelines and should include the following:

- Name / Title of the Project & Statement about the Problem
- Why is the particular topic chosen?
- Objective and scope of the Project
- Methodology (including a summary of the project)
- Hardware & Software to be used
- Testing Technologies used
- What contribution would the project make?

**TOPIC OF THE PROJECT-** This should be explicitly mentioned at the beginning of the Synopsis. This being the overall impression on the future work, the topic should be able to corroborate the work.

**OBJECTIVE AND SCOPE:** This should give a clear picture of the project. Objective should be clearly specified. What the project ends up to and in what way this is going to help the end user has to be mentioned.

**PROCESS DISCRIPTION:** The process of the whole software system proposed, to be developed, should be mentioned in brief. This may be supported by DFDs / Flowcharts to explain the flow of the information.

**RESOURCES AND LIMITATIONS:** The requirement of the resources for designing and developing the proposed system must be given. The resources might be in form of the hardware/software or the data from the industry. The limitation of the proposed system in respect of a larger and comprehensive system must be given.

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**CONCLUSION:** The write-up must end with the concluding remarks-briefly describing innovation in the approach for implementing the Project, main achievements and any other important feature that makes the system stand out from the rest.

**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. Care should be taken to avoid smudging while creating the copies.

**Page Specification :**(Written paper and source code) Left margin - 3.0 cms 3 Right margin- 2.0 cms Top margin 2.54 cms Bottom margin 2.54 cms Page numbers - All text pages as well as Program source code listing should be numbered at the bottom center of the pages.

**Normal Body Text: Font Size: 12**, Times New Roman, Double Spacing, Justified. 6 point above and below para spacing

**Paragraph 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

**Submission of Project Report to the University:**

The student will submit his/her project report in the prescribed format. The Project Report should include:

- The student must send an email on [project@sgvu.edu.in](mailto:project@sgvu.edu.in) with the dispatch details of hard bound copies couriered with docket number & courier name sent to the logistic partners address as mentioned above. The student also must share the Project title and Enrollment number in the same email.

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**Very Important: Projects submitted in hard bound copies only will be considered for evaluation by the university. Any project reports submitted in soft copy format will not be considered.**

Copy of the Summary/Abstract. To be mailed to [project@sgvu.edu.in](mailto:project@sgvu.edu.in) well in advance mentioning the about future project which would be undertaken.

Two Hard Bound Copies of the Project Report which is around 80 to 100 pages, this should be couriered to our logistics department address as mentioned below.

Soft copy of project on Floppy/CD in a thick envelope pasted inside of the back cover of the project report, this should be couriered to our logistics department address as mentioned below.

**Hard Bound Copy of Project report along with the Software (in CD) should be submitted to below address:**

To,

**Suresh Gyan Vihar University – Distance Education**  
Mahal Road, Near Akshay Patra Temple,  
Jagatpura, Jaipur, Rajasthan – 302017  
Mobile- 9764598188

## **FORMAT OF THE STUDENT PROJECT REPORT ON COMPLETION OF THE PROJECT**

1. Cover Page as per format
2. Acknowledgement
3. Certificate of the project guide as per Annexure A
4. Synopsis of the Project

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## 5. Main Report

- Objective & Scope of the Project
- Theoretical Background
- Definition of Problem
- System Analysis & Design vis-a-vis User Requirements
- System Planning (PERT Chart)
- Process Logic of each Module
- Methodology adopted, System Implementation & Details of Hardware & Software used
- System Maintenance & Evaluation
- Cost and benefit Analysis
- Detailed Life Cycle of the Project
  - ERD, DFD o Input and Output Screen Design
  - Process involved
  - Methodology used for testing:
  - Test Report, Printout of the Reports, Printout of the Code Sheet
- User/Operational Manual - including security aspects, access rights, back up, controls, etc.
- Soft copy of the project on CD/Floppy to be submitted with Hard Bound Project Report

### **Annexure to the Project Report:**

1. Brief background of the organization where the student has developed the project, if applicable.
2. Data Dictionary - This should give a catalogue of the data elements used in the system / sub system developed. The following are the details required. Write NA if NOT applicable:

Data Name,

Aliases, if any

Length (Size) Type,

Numeric, Alpha, Binary etc.

3. List of abbreviations, Figures, Tables

4. References Bibliography Website

5. Soft copy of the project on CD/Floppy

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#### 6. Guide Details:

- Guide Name
- Full Address
- Qualification
- Mobile
- Email

#### 7. Certificate from Guide

### **ACKNOWLEDGEMENTS**

In the “Acknowledgement” page, the student recognizes his indebtedness for guidance and assistance of the thesis provided by the guide, adviser and other members of the faculty.

Acknowledgements should be expressed to all concerned members of the company / organization who has helped during the project work.

### **BIBLIOGRAPHY : (EXAMPLE)**

1. D.L. Carney, J.I. Cochrane, “The 5ESS Switching System: Architectural Overview,” AT&T Technical Journal, vol. 64 , no. 6 , July-August 1985, pp. 1339- 1356.
2. J. Martin, Computer Data-base Organization, Prentice-Hall, Englewood Cliffs, NJ,1977, p. 53.

### **Binding & Color code of the report/Thesis**

For BCA – VI Semester (Project work)

Hard Bound Report

Background of the Cover Page of Book – Black

Letters in Black

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## Annexure A

### **CERTIFICATE FROM GUIDE (Format)**

This is to certify that this project entitled “\_\_\_\_\_” submitted in partial fulfilment of the degree of BACHELOR IN COMPUTER APPLICATION (BCA) to Suresh Gyan Vihar University, Jaipur, done by Mr./Ms. \_\_\_\_\_, Roll No. \_\_\_\_\_ is an authentic work carried out by him/her under my guidance. The matter embodied in this project work has not been submitted earlier for award of any degree or diploma to the best of my knowledge and belief.

Signature of the student      Signature of the Guide

Date