

VI SEMESTER: PROJECT / DISSERTATION

Guidelines for the BCA Final Semester Project Report

1. Last date for submission of the **COMPLETE PROJECT REPORT** after verification from Internal Guide in PDF format is **April 12, 2024**.

Email the document to the given ID (File name must be the project title) :
bcaprojects@staloyusius.edu.in

2. Last date for submission of the **STIFF BOUNDED COMPLETE PROJECT REPORT** after verification and signature from Internal Guide and HOD is April 16, 2024. While submitting the **BINDED REPORT**, each team should submit their entire project source code and documentation in PEN DRIVE (You may collect back your pendrive after viva). Since few industries treat the software developed under their guidance as absolutely their property, their software source code for project report is not compulsory.
3. Every student has to do a presentation, followed by Viva, while evaluating the project.
4. The composition of the evaluation team will be decided by the BOE.
5. For projects carried out in industries, a certificate (with seal and signature in letterhead has to be included in the project report) from the industry indicating that the student has completed the project successfully.
6. For projects carried out in the college as in-house projects, a certificate (in college letterhead has to be included in the project report signed by respective guide) should be included in the project report.
7. The project report documentation should contain 60 to 80 pages for analysis, design and test cases. However, the size of complete report may vary depending upon the size of coding or implementation and appendices.
8. The project report should normally be printed on A4 sheet paper (one side only).
9. All pages, tables and figures must be numbered and figures should have titles.

Font Size and Margin

1. Place OHP sheets before every certificate, chapters etc.
2. The text is in **12-point Times New Roman** with **1.5 interline spacing**.
3. The pages are of **A4 size**, with margins as given below, with a specific format. Margins of pages should follow the following specifications:
 - Left-margin: 1.5 inch from edge of paper.
 - Right-margin: 1 inch from edge of paper.
 - Top- margin: 1 inch from edge of paper.
 - Bottom-margin: 1 inch from edge of paper.

Heading

1. Headings used in the project should follow the following conventions.
2. Main headings or Chapter Headings

- a. Times New Roman, 16 Font Size (1,2,3, etc.) numerals.
- b. Capital and Bold.
- c. Must begin a new page and be centered.
- d. Main heading is to be titled names that reflect content of the text that follows. Main headings are not to be identified as chapters.
- e. The number of headings shall be followed by a period and two spaces.
- f. Must precede the following text material by second heading by three spaces.

3. Second Headings

- a. Times New Roman, 14 Font Size, Bold, 2.1, 2.2, 2.3 etc.
- b. Must be centered and be typed in capital and lower case (sentence case) letters; i.e., the first letter of each word except conjunctions, prepositions and articles must be a capital letter. Omit period at the end of the heading.
- c. The letter designation of the heading shall be followed by a period and two spaces.
- d. Must be four spaces below preceding text and three spaces ahead of succeeding text.

4. First sub-headings

- a. Times New Roman, 12 Font Size Bold, 2.2.1, 2.2.2, 2.2.3 etc.
- b. Must be typed on separate lines beginning at the left margin line of the text, but need not begin on new page.
- c. Must be typed in capitals and lower case except conjunctions, prepositions and articles.
- d. The number designation of the heading shall be followed by a period and two spaces. Omit period at the end of the heading.
- e. Must be separated from the succeeding text by three spaces.