



ज्ञानगंगा घरोघरी


# **Yashwantrao Chavan Maharashtra Open University, Nashik**

## **Guidelines for BSc(BIS) and BCA Project Work**

**Revised on 21<sup>st</sup> November June 2008**

### **School of Computer Science**

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## 1. Objectives of project work

- To train the student to independently formulate and solve a social, philosophical, commercial, or technological problem and present the results in written and oral form.
- To expose students to the real life problems in the World of Work.
- To provide opportunities to students to interact with people and understand human relations.

## 2. Admission to Project Course

- A student of BSc(BIS) can start working on the project when he has completed 20 credit courses of BSc(BIS).
- A student of BCA can start working on the project when he has completed 25 courses of BCA.
- The student of BSc(BIS) as well as student of BCA should fill online admission form and pay necessary fees by DD to take admission to the Project Course.

## 3. Time Table

Students are supposed to complete their project work within a period of 6 months i.e. two quarters from the date of admission.

Activity	Date
Admission to Project Course	After completing all the theory courses of the degree programmes(BSC(BIS) or BCA)
Submission of Project Proposal	Within one month from admission to project work.
Approval of Project Work	Within 15 days from submission of project proposal
Project Work starts	Immediately after approval of project proposal
First reporting	At the end of 3 <sup>rd</sup> month from start
Second reporting	At the end of 4 <sup>th</sup> month from start
Third reporting	At the end of 5 <sup>th</sup> month from start
Printing of Report	After 3 <sup>rd</sup> reporting and on approval of the guide and the coordinator of the study centre.
Submission of Report	On or Before 15 days of End Examination
End Examination of Project Work	Will be announced by the University

## 4. About the Project Work

- The last two quarters of BSC(BIS) and BCA are fully devoted to project work
- Project carries 12 Credit Points.
- It carries 300 marks.
- It should preferably be carried out in industry or business environment

- Person giving guidance in industry or business world is known External Guide
- Teacher responsible to guide the student at the SC is known Internal Guide
- Every project will have two guides : Internal Guide and External Guide
- Student should report the progress of his project work to the internal guide three times during the tenure of project work.
- At the end of the project, student should prepare written document of his work in the form of Project Report.

## **5. How to begin a Project Work?**

- Attend the contact session organised by SC to describe the procedure of doing project work
- Form a group of 2 to 3 students
- Take recommendation letter from the coordinator of the SC
- Visit industry, an office or any suitable organization where IT related activities are being carried out.
- Discuss with External Guide (industry person) and identify a project topic which involves software development
- Discuss the topic with SC coordinator and choose an Internal Guide
- Discuss the matter with internal guide
- Review the literature
- Prepare the project proposal
- Submit project proposal to the internal guide for approval

## **6. Writing a Project Proposal**

- Project proposal should be clearly and concisely written (not more than 4 printed pages)
- The proposal should demonstrate student's understanding of the proposed project
- Title of the project
- Names of students in a group, Internal and External Guides
- Introduction and background
- Problem statement
- Project description (preliminary design and methodology)
- Software Platform (operating system, software packages and languages)
- Hardware Platform (Computer Systems and other peripherals and devices)
- Tentative schedule
- Tentative References

## **7. Evaluation of Project Work**

- During the project work, its progress will be monitored, on monthly basis, by the internal guide.
- 2 copies of Project Report to be submitted to SC (1 copy to be retained by SC and 1 copy to be forwarded to Computer School when demanded)
- End Examination shall be based on Project Report, Presentation, Viva, and Demonstration of the software.

### **Duration (for 1 group)**

- Presentation 20 minutes
- Viva 15 minutes
- Demonstration 15 minutes
- Report checking 10 minutes

Students shall be given 30 minutes time to make preparations of their presentation and demonstration in the lab(students are advised to carry out preparation on the previous day)

### **Project Work carries Total 300 Marks**

- |                                  |           |
|----------------------------------|-----------|
| * Project Report                 | 100 marks |
| * Presentation(PowerPoint based) | 80 marks  |
| * Viva                           | 60 marks  |
| * Demonstration                  | 60 marks  |

## **8. Format of Project Report**

The manuscript of the report should be organised in the following sequence:

- \* Preliminary pages
- \* The body of the project(chapters)
- \* The bibliography

## **9. Preliminary pages**

- \* Cover Page
- \* Title page
- \* Approval Page (completion certificate)
- \* Acknowledgements
- \* Synopsis
- \* Table of contents

## **10. The body of the project**

- \* Chapters containing textual and graphical contents of the project

## **11. Bibliography**

- \* List of references
- \* Appendices(program listing, forms of exiting system if any, user manual etc.)

## **12. Outside Cover Page**

The front cover should show:

- \* the name of the university
- \* the full title of the project, the initials and surname of the students
- \* the degree for which the thesis is submitted : BSc(BIS) or BCA
- \* the year of submission

## **13. Title Page**

This should show:

- \* full title of the project
- \* student's names in full with PRN

- \* the degree for which the thesis is submitted
- \* the name of the school which has offered the program
- \* the name of the university
- \* the date (month and year) of submission.

## **14. Approval Page**

- \* The approval page is also known as signature page or completion certificate
- \* Internal as well as External guides should sign this page in order to assure that they have seen and approved the final version of the report

## **15. Synopsis**

- \* It should preferably be a single page (150 words max)
- \* The synopsis should be a summary or condensation of the project.

## **16. Acknowledgement**

- \* The acknowledgment should not be more than one page.
- \* The student may acknowledge financial support, permission to use copy-righted materials, trademarks, service marks, personal assistance etc.

## **17. Table of Contents**

- \* It should be left justified, Times Roman 14 (student may use Table of content feature available in MS-WORD)

## **18. Introduction and Background**

- \* It should have about 10% of total length
- \* Statement of Problem Area (brief, non-technical)
- \* Existing system, Methods and Procedures
- \* Background
- \* Purpose/Objectives/justification of Project

## **19. Body of the Project Report**

The body of the project report may include relevant features listed below:

- \* Company Profile
- \* Requirements Analysis
- \* Systems Design
- \* Database design (normalization, tables)
- \* File System and Data Structures
- \* User Interface design
- \* Prototyping
- \* Software and Hardware Platform(Selection of Operating System, Software packages, Computer Languages, Computer Systems and Peripherals)
- \* Verification and Software Testing
- \* DFD, Structure Charts, E-R diagram, Flowcharts, UML diagrams, Pseudocode, Decision Table, Decision Tree, Workflow, data dictionary
- \* Input and Output Forms/formats/reports
- \* Screen Dumps

- \* System Functional Specification
- \* Off-line or On-line Help feature
- \* Quality parameters/procedures
- \* Encryption/Security features
- \* Future Directions
- \* Results / conclusion

## **20. Paper**

- \* To insure durability, permanency, and opacity, project report should be printed on A4 size white bond paper

## **21. Typeface and Printing**

### **Chapter/Section Titles**

- \* Should be printed in Times New Roman font in black color
- \* Font size should be 16/14 points bold.
- \* Chapter should start on new page

### **Running Text**

- \* Running text in the Report should be printed in Times New Roman font in black color
- \* Font size should be 12 points.
- \* The print should be best quality
- \* Single line spacing for running text
- \* Double line spacing between paragraphs
- \* Printing on both sides

## **22. Margins**

- \* Every page of the report, including all appendices, all notes, and the bibliography must have a LEFT and RIGHT margins of 1½ inches (to allow room for binding) and TOP and BOTTOM margins of 1 inch.
- \* Nothing should appear in LEFT and RIGHT margins. This means that all page numbers, text, tables, parts of illustrations, etc., must not appear in the margin area.

## **23. Page Numbers**

- \* The page numbers must be bottom-centered to the text (font Times New Roman : 10 points)
- \* All preliminary pages should NOT be numbered.
- \* The numbering should start from chapter-one (Introduction)
- \* Chapter titles(Headings) start on a new page.
- \* Leave an extra space after title
- \* Since you will have several levels of subheadings, distinguish one level from another in a consistent way, such as (1, 1.1, 1.2, 2, 2.1, 2.1.1, 2.1.2, 2.2).
- \* Avoid having more than three levels of subheadings.

## **24. Length of Project Report**

- \* In any case, the length of the graduate project report should not be more than 100 pages(excluding program listing)

## **25. Binding**

- \* The project report must be clothbound (hardcover binding) and must be in light gray or black color. Spiral binding is NOT allowed.
- \* The outside cover of the project report must follow the format described earlier and the lettering must be printed in gold letters.

## **26. Sample Title Page**

### **Title of the Project**

A project Submitted to the  
School of Computer Science of  
Yashwantrao Chavan Maharashtra Open University, Nashik,  
in Partial Fulfillment of  
the Requirements for the Degree of Bachelor of  
Science (Information Technology)

by

Name of the Students  
Year

## **Certificate of Evaluation**

This is to certify that the undersigned have assessed and evaluated the Project Work titled “ ..... “ submitted by the following students.

1)

2)

3)

The project Report has been (accepted / rejected) for the partial fulfillment of BSc(BIS) / BCA programme.

Signature of the Examiner

Name of the Examiner

Stamp of the Study Centre



## **Certificate of Completion**

This is to certify that ..... the team of the following students of BSc(BIS)/BCA have completed the Project Work titled “.....” under my guidance and supervision. The project report has been written according to the guidelines given by the Yashwantrao Chavan Maharashtra Open University.

1)

2)

3)

Signature of the Study Centre Coordinator  
Name of the Study Centre Coordinator

Signature of the Guide  
Name of the Guide

Stamp of the Study Centre