



GITAM

UNIVERSITY

(Estd. u/s 3 of the UGC Act, 1956)

Centre for Distance Learning

(Approved by Joint Committee of UGC-AICTE-DEC)

Ph: 0891-2797499, 2866466/455, 8179681900 email : cdl@gitam.edu

Prof. T. Srinivas
Director, CDL

Dt. 16-06-2017

Dear Learner,

Learners of MCA in their Final year of the programme have to undergo practical training in any organization for a minimum period of sixteen weeks and submit a Project Report thereon along with a practical training certificate obtained from the organization.

In this connection, guidelines for project work are herewith enclosed. You are hereby instructed to go through the guidelines and submit Project Proposal as per the proforma (enclosed). **You are advised to send the project proposal to Sri. A. Vara Prasad, Assistant Director, Centre for Distance Learning, Third Floor, Balaji Metro Plaza, Dondaparthy Main Road, Visakhapatnam-530 016 on or before 14th August, 2017.** For more details, please log on to **cdl.gitam.edu** for information.

With best wishes,

Yours sincerely,

(T. Srinivas)

For any queries regarding Projects contact: cdlprojects_mca@gitam.edu / 8179681889

Note: The candidates have to clear tuition fee dues, if any, to the CDL. Otherwise, their Project proposal will not be processed.

1. Last date for submission of project proposal along with abstract: **14th Aug, 2017.**
2. Last date for submission of FINAL PROJECT-HARD COPY: **15th Nov, 2017.**

**CENTRE FOR DISTANCE LEARNING
GITAM UNIVERSITY, VISAKHAPATNAM**

GUIDELINES FOR PREPARATION OF PROJECT REPORT – MCA

Learners of MCA Programme will have to work on a project in the third year of their program.

1. The purpose of the project work is primarily to demonstrate the application skills acquired during the study, by analyzing selected aspects in the work situation in a systematic manner and suggest solutions to the problem(s).
2. Your project work must show two important things :
 - i) You have identified a worthwhile problem, which has not been previously solved.
 - ii) You have answered the question.

Your contribution to knowledge generally lies in your solution or answer.

3. The sole purpose of the project work is to prove that you have made an original and useful contribution to knowledge.
4. To prove the originality and value of your contribution, you must present a thorough review of the existing literature on the subject, and on closely related subjects.

Project Proposal:

5. The Project Proposal (Synopsis) should be prepared in consultation with the guide and it has to be sent to the program Coordinator, MCA Program. The proposal should clearly state the significance, objectives, methodology, statistical techniques to be used and limitations, if any.
6. Project Guide may be chosen from any one of the following institutions/industry.
 - i) Faculty in Department of Computer Science and from Centre for Distance Learning, GITAM University, Visakhapatnam.
 - ii) Faculty from Institutes/Departments of Computer Science of any other University.
 - iii) Senior Executives holding Master's Degree in Computer Applications or allied discipline with a minimum of 10 years of experience.

Learners are advised to select their guides who are either teachers or active Professionals in the relevant area of the selected topic.

Learners are instructed to send their project proposal (synopsis) and Bio-data of the Guide (in case of ii and iii above) duly signed by the guide to the program Coordinator. If the proposed guide is not accepted by the Centre for Distance

Learning, the learner shall be advised accordingly and in such a case, the learner shall change the guide before the proposal is considered for approval. Similarly, if a learner wants to change his/her guide after starting the project work, he/she would be required to submit a new project proposal along with the signature of the new guide on the new project proposal.

7. The Project Proposal shall be sent in the given proforma along with one copy of synopsis and bio-data of the guide to the program Coordinator for approval. Incomplete proposals in any respect will straightway be rejected. Learners are advised to retain a copy of the synopsis with them.
8. Communication for approval/non-approval of the proposal will be sent to the candidate within a week of the receipt of the proposal by e-mail.
9. Communication of non-approval of the proposal will be accompanied by comments/suggestions for revising the project and the revised project proposal should be submitted in the given proforma. A copy of rejected synopsis and project proposal proforma wherein the comments or suggestions are given should also be enclosed.
10. Preparation of Project Report:
 - i) The structure of the Project Report and the contents are herewith attached.

PAGE FORMAT:

Paper Size	A4
Left Margin	1 ½”
Right Margin	1”
Top Margin	1”
Bottom Margin	1”
Line Space	1 ½”
Font Name	Times New Roman
Font Size	12

Page Numbers at the Bottom Center

2 Hardbound copies are to be submitted

2 CD's containing project (Executable code + Documentation) are to be submitted.

NOTE: Dissertation without the above format specification will summarily be rejected.

11. One typed copy of the project report is to be submitted to the program Coordinator before the due date as communicated in the Academic Calendar. One copy of the report is to be retained with the learner and produced at the time of Viva-Voce Exam. The copy sent to the University will not be returned.
12. **Programme Coordinator - Sri. A. Vara Prasad, Assistant Director**, Centre for Distance Learning, Third Floor, Balaji Metro Plaza, Dondaparthy Main Road, Visakhapatnam-530 016.



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MCA PROGRAMME PROFORMA FOR PROJECT PROPOSAL

ID. No. : _____

Name and Address of the Learner: _____

Telephone No. : _____

E-mail ID : _____

Title of the Project : _____

Name, Designation and Official
Address of the Project guide : _____

_____ Phone: _____

Experience (in years) : Teaching _____ Executive _____

No. of students working under the
Guide for Project Report : _____

Signature of the Learner
Date:

Signature of the guide:
Date:

Note: Enclose the Synopsis of the Project and Bio-data of the guide

(For office use only)

Synopsis	Supervisor
Approved	Approved
Not Approved	Not Approved

**CENTRE FOR DISTANCE LEARNING
GITAM UNIVERSITY**

PROJECT REPORT CONTENTS

- 1) Cover / Title Page
- 2) Company Certificate
- 3) Declaration by Student
- 4) Certificate by Guide
- 5) Acknowledgement
- 6) Abstract
- 7) Table of contents with page numbers
(All the above pages should be numbered with Roman Numerals(Ex: i,ii,iii,iv...))
- 8) Certificate from the Department
- 9) Chapter wise Report (with page numbers in Numerals Ex : 1,2,3,4,5.....)
- 10) Complete documentation with source code
- 11) Output screens
- 12) Conclusions
- 13) Bibliography

BIBLIOGRAPHY EXAMPLE: (reference books names and web site references should be given)

1.(Author) (Text Book) (Publisher), Year

STRUCTURE OF CHAPTER WISE REPORT

1. INTRODUCTION
2. BACKGROUND INFORMATION
3. REVIEW OF THE STATE OF THE ART
4. PROBLEM STATEMENT
5. DESCRIBING HOW YOU SOLVED THE PROBLEM
6. CONCLUSIONS
 - a) Conclusions
 - b) Summary of Contributions
 - c) Future Research
7. REFERENCES / BIBLIOGRAPHY
8. APPENDICES

Cover / Title Page

-----TITLE OF THE PROJECT IN CAPITAL LETTERS-----

A Project report submitted for the Award of Degree of
MASTER OF COMPUTER APPLICATIONS (M.C.A)

BY

-----NAME OF THE CANDIDATE----

(ID. No. _____)

Under the guidance of

-----NAME WITH DESIGNATION-----



**CENTRE FOR DISTANCE LEARNING
GITAM UNIVERSITY
VISAKHAPATNAM
2017**

SAMPLE COPY

CERTIFICATE

This is to certify that the project entitled (-----) is a bonafied work done by Mr./Ms. _____ during Jan-2015 to Dec-2017 in partial fulfillment of the requirements for the award of the degree of M.C.A. in GITAM University, Visakhapatnam. This work is not submitted to any University for the award of any Degree / Diploma or prize.

GUIDE