CENTRE FOR DISTANCE LEARNING
GANDHI INSTITUTE OF TECHNOLOGY AND MANAGEMENT (GITAM)

(Deemed to be University), Estd. u/s 3 of UGC Act, 1956

Visakhapatnam | Hyderabad | Bengaluru

Accredited by NAAC with A⁺ Grade

Gandhinagar Campus, Rushikonda, Visakhapatnam-530 045, A.P., India

Phones: +91-891-2866455 / 2797499 / 8179681900, E-mail: cdl@gitam.edu, Website: cdl.gitam.edu

Prof. T. Srinivas

Director, CDL   Dt. 09-01-2018

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, GITAM, Third Floor, Balaji Metro Plaza, Dondaparthi Main Road, Visakhapatnam-530 016 on or before 15ᵗʰ Feb, 2018.

You are advised to work on the Project after your proposal is approved by us. 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 Programme Coordinator:

Sri. A. Vara Prasad, Assistant Director - 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: **15ᵗʰ Feb, 2018.**
2. Last date for submission of FINAL PROJECT-HARD COPY: **15ᵗʰ April, 2018.**
3. **Supplementary candidates have to pay examination fee towards project work and viva (two papers) through online before March 10ᵗʰ 2018.**

CENTRE FOR DISTANCE LEARNING
GITAM, 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 through 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, 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 singed 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**, GITAM Centre for Distance Learning, Third Floor, Balaji Metro Plaza, Dondaparthi Main Road, Visakhapatnam-530 016.

CENTRE FOR DISTANCE LEARNING
GITAM
(Deemed to be University)

PROJECT REPORT CONTENTS

1) Cover / Title Page

2) Certificate

3) Declaration by Student

4) Acknowledgement

5) Abstract

6) Table of contents with page numbers

   (All the above pages should be numbered with Roman Numerals(Ex: i,ii,iii,iv…)

7) Chapter wise Report (with page numbers in Numerals Ex : 1,2,3,4,5…..)

8) Complete documentation with source code

9) Output screens

10) Conclusions

11) 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

8. APPENDICES

Cover / Title Page

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

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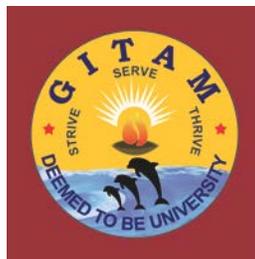
MASTER OF COMPUTER APPLICATIONS (M.C.A)

BY

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

(ID. No. _____)

Under the guidance of

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

CENTRE FOR DISTANCE LEARNING
GITAM
(Deemed to be University)
Estd. u/s 3 of UGC Act, 1956
VISAKHAPATNAM
2017-2018

CERTIFICATE

This is to certify that the project entitled (-------------------------------) submitted in partial fulfillment for the award of the degree of M.C.A. in CDL, GITAM, Visakhapatnam was carried out by **Mr./Ms.**_____ **(ID NO- _____)** under my guidance. This work is not submitted to any other University or Institution for the award of any Degree / Diploma Certificate.

GUIDE

<u>DECLARATION</u>

I hereby declare that this Project Report titled "----------------------------------" submitted by me to the CDL, GITAM , is a bonafied work under taken by me and it is not submitted to any other University or Institution for the award of any Degree /Diploma Certificate.

Name & Address of the Student   Signature of the Student

ACKNOWLEDGEMENTS

I would like to express my gratitude to **Prof. T. Srinivas**, Director , CDL, GITAM, and to all the people, who extended unending support to all stages of project. This report is a product of not only my sincere effort but also guidance and support given by **Sri. A. Vara Prasad,** Assistant Director, CDL, GITAM.

          I wish to express my sincere thanks ---------------------for project Guidance and also the management and staff of ----------------------providing the guidance and support.

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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   Signature of the guide:
Date: 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