



ଓଡ଼ିଶା ରାଜ୍ୟ ମୁକ୍ତ ବିଶ୍ୱବିଦ୍ୟାଳୟ, ସମ୍ବଲପୁର, ଓଡ଼ିଶା
Odisha State Open University, Sambalpur, Odisha
Established by an Act of Government of Odisha.

PROJECT GUIDELINES **(SESSION-2015-2016)**

DIPLOMA IN COMPUTER APPLICATIONS

- A. Course Code:** DCA-08 (4-credits)
- B. Course Type:** Project Report/ Dissertation
- C. Weight age for Project Report/Dissertation:** 100%
 - **Project Report:** 75%
 - **Viva-Voce:** 25%
- D. Topics:** The student may develop a mini software project such as a website/Software application for an enterprise or a mobile App. etc.
- E. No. of copies to be submitted:** One copy of the project is to be submitted to the Study Centre. A soft copy on good quality CD will have to be submitted to the university through guide incorporating all the corrections.

II. PREPARATION OF THE PROJECT REPORT

1. ARRANGEMENT OF CONTENTS:

The sequence in which the project report material should be arranged and bound should be as follows:

1. Title Page (Format-1)
2. Certificate (Format-3)
3. Abstract/Objective
4. Acknowledgment (Format-3)
5. Table of Contents
6. List of Tables
7. List of Figures
8. List of Symbols, Abbreviations
9. Chapters
10. Appendices
11. References

The table and figures shall be introduced in the appropriate places.

2. BINDING SPECIFICATIONS: Spiral Binding/Book Binding

3. PREPARATION FORMAT:

3.1 Title Page – A specimen copy of the Title page of the project report are given in Format-1.

3.2 Certificate – The Certificate shall be in double line spacing using Font Style Times New Roman and Font Size 14, as per the format in Format-2.

3.3 Acknowledgment- A specimen copy of the Acknowledgment of the project report are given Format-3

3.4 Abstract/Objective of the project – should be one page synopsis of the project report typed double line spacing, Font Style Times New Roman and Font Size 14.

3.5 Table of Contents – The table of contents should list all material following it as well as any material which precedes it. The title page and Bonafide Certificate will not find a place among the items listed in the Table of Contents but the page numbers of which are in lower case Roman letters. One and a half spacing should be adopted for typing the matter under this head.

3.6 List of Tables –The list should use exactly the same captions as they appear above the tables in the text. One and a half spacing should be adopted for typing the matter under this head.

3.7 List of Figures –The list should use exactly the same captions as they appear below the figures in the text. One and a half spacing should be adopted for typing the matter under this head.

3.8 List of Symbols/Abbreviations – One and a half spacing should be adopted or typing the matter under this head. Standard symbols, abbreviations etc. should be used.

3.9 Page numbering

The preliminary parts are numbered in roman numerals (i, ii, etc). The first page of the first chapter (Introduction) onwards will be numbered in Arabic numerals 1 2 3 etc at the bottom and centred.

3.10. Spacing

The project, including the abstract, dedication, acknowledgements, and introduction, must be 1.5 line-spaced. Your project must be printed on one side of the paper.

3.11. Numbering sections, subsections, figures etc

A word on numbering scheme used in the project is in order. It is common practice to use decimal numbering in the project. If the chapter number is 2, the section numbers will be 2.1, 2.2, 2.3 etc. The subsections in section 2.2 will be numbered as 2.2.1, 2.2.2 etc.

Headings of paragraphs below the subsections may be bold faced and in sentence case. Similarly, it is useful and convenient to number the figures also chapter-wise. The figures in chapter 4 will be numbered Fig.4.1, Fig 4.2 etc. Similarly, the tables are also numbered as Table 4.1 Table 4.2 etc. All figures and tables should have proper captions. Usually the figure captions are written below the figure and table captions on top of the table.

3.12 Chapters – The chapters may be broadly divided into 3 parts (i) Introductory chapter, (ii) Chapters developing the main theme of the project work (iii) and Conclusion.

The main text will be divided into several chapters and each chapter may be further divided into several divisions and sub-divisions. Each chapter should be given an appropriate title. For example the chapters can be named as follows.

Chapter – I	:	Introduction (Definitions, Literature and key concepts)
Chapter – II	:	Analysis of problem and requirements specifications
Chapter – III	:	Design & Development of Solutions
Chapter – IV	:	Implementation and Interpretation of results
Chapter – V	:	Conclusion &Future work

3.13. Appendices – Appendices are provided to give supplementary information, which is included in the main text may serve as a distraction and cloud the central theme. Appendices should be numbered using Arabic numerals, e.g. Appendix 1, Appendix 2, etc.

3.14.List of References –The listing of references should be typed 4 spaces below the heading “REFERENCES” in alphabetical order in single spacing left justified. The reference material should be listed in the alphabetical order of the first author.

3.15. Typing Instructions:

The impression on the typed copies should be black in colour. One and a half spacing should be used for typing the general text. The general text shall be typed in the Font style ‘Times New Roman’ and Font size 14.

Format-1

TITLE OF THE PROJECT

A

PROJECT REPORT

Submitted by

NAME OF THE STUDENT

DIPLOMA

IN

COMPUTER APPLICATIONS

Under the Guidance

of

NAME OF THE GUIDE

(DESIGNATION)

MONTH AND YEAR OF SUBMISSION

NAME OF STUDY CENTER



ଓଡିଶା ରାଜ୍ୟ ମୁକ୍ତ ବିଶ୍ୱବିଦ୍ୟାଳୟ, ସମ୍ବଲପୁର, ଓଡିଶା
Odisha State Open University, Sambalpur, Odisha
Established by an Act of Government of Odisha.

Format-2

CERTIFICATE

This is to Certify that this project report “.....TITLE OF THE PROJECT.....” is submitted by “.....NAME OF THE CANDIDATE...” who carried out the project work under my supervision.

I approve this project for submission towards the fulfilment of the requirements for the award of the Diploma in Computer Applications in Odisha State Open University, Sambalpur.

Signature of the Supervisor/Guide

Designation

Date:

Format-3

ACKNOWLEDGEMENT

It gives me immense pleasure to express my deepest sense of gratitude and sincere thanks to my highly respected and esteemed guide (Name of guide with designation and deptt. name)..... (Name of the Organization in which the Guide works), for his valuable guidance, encouragement and help for completing this work.

I would like to express my sincere thank to.....(Name of the Study centre Coordinator),, (Name of the study centre) for giving me this opportunity to undertake this project.

I am also grateful to my teachers/ counsellor, (put teachers name) for their constant support and guidance.

Signature of the Candidate

Date:

Place: