



## **PROJECT GUIDELINES**

(SESSION-2016-2017)

### **PROGRAMME: DIPLOMA IN COMPUTER APPLICATIONS (DCA)**

**A. Course Code:** DCA-07 (8-credits)

**B. Course Type:** Project

**C. Weight age for Project Report/Dissertation: 100%**

- **Project Report: 75%**
- **Viva-Voce: 25%**

**D. Topics:** In this course the learner has to develop a software project such as a website / Software application for an enterprise or a mobile App. etc. using the tool / programming language/ courses learnt in the programme or any other relevant software.

**E. Synopsis:** A synopsis (one-to-two pages only) on the project prepared in consultation with the guide should be enclosed along with the project proposal.

**F. Approval of the Project Proposal:** The Learner has to submit a project proposal as per the format given on or before 28<sup>th</sup> February 2017. It will be evaluated by an appropriate authority within a week with remark. In case the project proposal is not approved, the learner has to re-submit it within a week by incorporating the changes as suggested within a week. The approved project proposal must be attached in the appendices of the project report.

**G. Supervisor/Guide:** The learner has to identify a supervisor who is a counsellor or a teacher in the field of Computer Science and Application or a professional with requisite qualification like MCA, MSc (Comp.Sc./IT), B.Tech. /M. Tech (Comp. Sc./Engg.)

**H. No. of copies to be submitted:** One copy of the project is to be submitted to the Study Centre and another copy to be submitted to the university office duly signed by the candidate and the Guide. The original copy of the project should be retained by the learner for future use.

### **Important Dates:**

1. **Date of Submission of Project Proposal:** 26<sup>th</sup> February 2017
2. **Date of Submission of the Project Report:** 28<sup>th</sup> May 2017

# **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:

- i. Title Page
- ii. Certificate
- iii. Abstract/Objective
- iv. Acknowledgment
- v. Table of Contents
- vi. Body of the Project
- vii. List of Tables
- viii. List of Figures
- ix. List of Symbols, Abbreviations
- x. Chapters
- xi. Appendices
- xii. References

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

## **2. BINDING SPECIFICATIONS: Spiral Binding/Book Binding**

## **3. PREPARATION FORMAT:**

**3.1 The project proposal:** The copy of the project proposal is given in Format-1. The filled in project proposal format should be sent to the university Office before beginning of the project.

**3.2 Title Page** – A specimen copy of the Title page of the project report are given in Format-2.

**3.3 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-3.

**3.4 Acknowledgment-** A specimen copy of the Acknowledgment of the project report are given Format-4

**3.5 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.

**3.6 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.

**3.7 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.

**3.8 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.

**3.9 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.

### **3.10 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.

### **3.11. 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.

### **3.12. 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.

**3.13 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 may include the following.

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

**3.14. 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.

**3.15. 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.

**3.16. 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 12, the chapter heading with font Size 16 and the section heading with font size-14.

**ODISHA STATE OPEN UNIVERSITY, SAMBALPUR  
SCHOOL OF COMPUTER AND INFORMATION SCIENCES**

**DCA PROJECT PROPOSAL FORMAT (DCA07)**

**Enrolment No.:** ..... **Admission Batch:**.....  
**Study Centre:** ..... **Code:**.....  
**E-mail:** ..... **Mobile/Tel No.:** .....

1. Name and Address of the Student:.....  
.....
2. Name, Designation and Address of the Guide:.....  
.....  
.....
3. Educational Qualification of the Guide: Ph.D/M.Tech/ B.E/B.Tech/ MCA/M.Sc.(Attach bio-data)
4. Working / Teaching experience of the Guide:.....
5. Title of the Project:.....
6. Objectives of the projects.....  
.....
7. Future scope of the Project:.....  
.....
8. Software used in the Project: .....

Signature of the Student  
Date:

Signature of the Guide  
Date:

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*(For Office Use Only)*

Name of the Proposal Evaluator:  
Designation:

Signature  
Date:

Whether Approved? (Yes / No):

Remarks:

**Format-2**

**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**



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

## **CERTIFICATE**

This is to Certify that this project report entitled “(.....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 Application in Odisha State Open University, Sambalpur.

Signature of the Guide

Designation

Date:

## **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 the 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 thanks 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 the teachers name) for their constant support and guidance.

Signature of the Candidate

Date:

Place: