

# PROJECT REPORT GUIDELINES

Following are the guidelines for the preparation of MCA. Final Semester Report to be submitted to the Suresh Gyan Vihar University for the award of the MCA degree.

## General guideline:

1. Remember that your project/training/dissertation report should be an honest report of the work done by you, content rather than size is important.
2. Take care about physical layout, diagrams, charts, etc. They should be properly numbered and referred to.
3. A good work can be "killed" by a badly written report. Take extreme care about language grammar, spelling and style. You are accustomed to take care of computer language while implementing; your report deserves the same care for English.
4. It will be good idea to submit the draft copy of the project/training/dissertation report to your guide or any other teacher in the department for his comments. This should be done well in advance, so that the reviewer has sufficient time for going through it in detail.
5. Remember that you will not be able to "disown" the report, make it something you will be proud of.
6. Don't wait for an inspiration to start writing the report, be ready to revise it several times. About halfway through the project is good starting time for the writing report.

**CONTENTS:** Following should be the order of contents for the report and should be strictly maintained

- I. Cover Page
- II. First Page
- III. Evaluation Sheet
- IV. Candidate's Declaration
- V. Industry Certificate (from the officer under you worked, attached original copy)
- VI. College/ Institute Certificate
- VII. Acknowledgement (generally for your guide(s), various help received, discussion held, etc. Remember we stand on the shoulders of many people, here is the place to thank them)
- VIII. Abstract/synopsis of work assigned or entrusted to you in clear language.
- IX. Notations, Naming Convention and Abbreviations
- X. List of Figures (if applicable)
- XI. List of Tables (if applicable)
- XII. Index(Table of Contents)
- XIII. Company profile Organization, its activities, size, etc. The need of your work in organization, the existing system and any past attempts. What is expected in general from the new system?(Max 2 Page)
- XIV. CHAPTERS (See The Details )
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- XVI. References
- XVII. Work Experience

## DETAIL OF CHAPTERS

# Mca Project Report Documentation

**Karin Nielsen-Saines**



## **Mca Project Report Documentation:**

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