

No. CPJCHS/2023/195

06-April-2023

**NOTICE**

**Software Project Report BBA(CAM) VI/ Major Project Report BCA- VI Semester**

All students of BBA(CAM)/ BCA-VI Semester are required to submit their Project Report in Hard Copy (Spiral Bound) to their respective Mentor's (Mentor List Attached) as per below mentioned schedule:

S. No.	PARTICULARS	DEADLINE
1.	Submission of Project Titles	10 <sup>th</sup> April, 2023
2.	Progress Work: Review 1	25 <sup>th</sup> April, 2023
3.	Progress Work: Review 2	10 <sup>th</sup> May, 2023
4.	Submission of Final Report	20 <sup>th</sup> May, 2023
5.	Internal Project VIVA	Will be Notified in Internal Examination Date sheet

You are also required to prepare a PPT of the Project Report and Hard Bound as per Guidelines Attached herewith, for the submission in External Project VIVA, which will be declared by the GGSIPU.

**Kindly Note:** You all are required to strictly follow the Guidelines for the Preparation of the Project Report.

**For any query, kindly contact your Mentor.**

Sd/-  
Dean-MCIT

Sd/-  
Director

Annexure(s):

1. Mentor List
2. Guidelines for Minor Project Report

CC:

- Director General – for kind information
- Mentors/Class Coordinators of BBA(CAM) & BCA VI Semester
- In charge – Social Media with the request to upload the Notice on Social media platform & College website

Annexure-1

### Mentor & Mentee List BBA (CAM) – VI Semester

S. No.	Enrollment No.	Student Name	Mentor Name
1	00121501920	Abhishek Kamachi	<b>Ms. Bhumika</b> <b>(M. 9873735685)</b> <b>bhumika.dasoar@cpj.edu.in</b>
2	00221501920	Deepak Sharma	
3	00321501920	Divyanshi Tiwari	
4	00421501920	Haider Rahi	
5	00521501920	Kush Garg	
6	00621501920	Lakhan Parmar	
7	00721501920	Paramjeet Kaur	
8	00821501920	Prashant Pal	
9	00921501920	Rishabh Verma	
10	01021501920	Ritik Bansal	
11	01121501920	Rupesh Narwal	
12	01221501920	Saransh Aggarwal	
13	01421501920	Shubham Mittal	
14	01521501920	Tushar Kumar	
15	01621501920	Udit Gupta	
16	01721501920	Vishnu S	
17	01821501920	Yash Chauhan	
18	35121501920	Yashdeep Kumar	
19	00421501919	Kriti Gupta	

### Mentor & Mentee List BCA– VI Semester

S. No.	Enrollment No.	Student Name	Mentor Name
1	00121502020	Abhishek Jha	<b>Ms. Rekha Jain</b> <b>(M. 9136471584)</b> <b>rekha.jain@cpj.edu.in</b>
2	00221502020	Abhay Thakur	
2	00321502020	Ashish Kumar Singh	
3	00421502020	Avinash Soren	
4	00521502020	Gunjan Mishra	
5	00621502020	Harsh Vardhan	
6	00721502020	Himanshu Tyagi	
7	00821502020	Jayant Yadav	
8	00921502020	Karan Khandwal	
9	01021502020	Kunal Chauhan	
10	01121502020	Manav Sharma	
11	01221502020	Mayank Baghel	
12	01321502020	Mayank Singh	
13	01421502020	Mehak Shokeen	
14	01521502020	Muskan Singh	
15	01621502020	Nitish Kumar	
16	01721502020	Piyush Pandey	
17	01821502020	Saksham Malhotra	
18	02021502020	Shubham Mittal	
19	02121502020	Soumya	
20	02221502020	Vikas Chauhan	
21	02421502020	Arvind Shokeen	
22	00124202020	Chhavi Sharma	
23	00224202020	Mohit Singh Negi	
24	00324202020	Nikhil Rawal	
25	00424202020	Goldy Sharma	
26	35121502020	Shruti Goel	
27	35221502020	Abhishek Jha	
29	01921502020	Rohan Kumar Singh	

**Sd/-**  
**Director**

### GUIDELINES FOR PREPARATION OF PROJECT REPORT FOR BBA(CAM)/BCA VI SEMESTER

#### INSTRUCTIONS FOR PREPARATION OF THE PROJECT REPORT

Students are required to follow the mentioned pattern in preparing the Project:

##### Format of the Report:

1. Title Page
2. Certificate
3. Acknowledgement
4. Table of Contents
5. Chapter Plan: **Chapter I: Profile of the Organization Introduction**  
**Chapter II: System Analysis**  
Existing System  
Proposed System  
SDLC  
**Chapter III: System Design**  
**Chapter IV: System Requirement**  
**Chapter V: Implementation & Testing**  
**Chapter VI: Limitations & Future Scope**

##### Format for Bibliography

###### Books

Pandey, I. M., Financial Management, Vikas Publishers, New Delhi, 2011.

###### Articles

Gupta, K, Durables: On a Fast Track; Harvard Business Review, No. 11, Vol. 8, pp 47.

###### Websites:

[www.google scholar.com](http://www.google scholar.com)

###### Annexure

Questionnaire (if applicable)

**Exam Scheme:** As per the Syllabi of BBA(CAM) (Code 306)/ BCA (Code-356) Students of 6<sup>th</sup>

Semester have to write a Project Report (6 Credits). The Project Report has two Sections, viz.

- (a) External : **Project Viva** (50 Marks for BBA(CAM)/BCA),  
where Viva on written Report would be undertaken by an External Examiner.

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(b) Internal : **Submission of Project Report** (50 Marks BBA(CAM)/BCA)

It involves conduct of study, submission of Report & Viva at Institute.

## 1. ARRANGEMENT OF CONTENTS:

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

1. Title Page
2. Declaration / Supervisor Certificate/Company Certificate
3. Acknowledgement
4. Table of Contents
5. Chapter Plan:  
**Chapter I: Profile of the Organization Introduction**  
**Chapter II: System Analysis**  
Existing System  
Proposed System  
SDLC  
**Chapter III: System Design**  
**Chapter IV: System Requirement**  
**Chapter V: Implementation & Testing**  
**Chapter VI: Limitations & Future Scope**
6. List of Tables
7. List of Figures
8. List of Symbols, Abbreviations and Nomenclature
9. Appendices
10. References

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

## 2. PAGE DIMENSION AND BINDING SPECIFICATIONS:

The dimension of the Project Report should be in A4 size. The Project Report should be bound using flexible cover of the thick white art paper. The cover should be **printed in black letters** and the text for printing should be identical.

## 3. PREPARATION FORMAT:

**Cover Page & Title Page** – A specimen copy of the Cover page & Title page of the project report are given in **Appendix 1**.

**Declaration / Supervisor Certificate/ Company Certificate** – A specimen copy of the Cover page & Title page of the Project Report are given in **Appendix 2**.

### **Acknowledgement: Given in Appendix 3.**

**Abstract** – Abstract should be one page synopsis of the project report typed double line spacing, Font Style Times New Roman and Font Size 12.

**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.

**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.

**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.

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

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.
- Tables and figures in a chapter should be placed in the immediate vicinity of the reference where they are cited.
- Footnotes should be used sparingly. They should be typed single space and placed directly underneath in the very same page, which refers to the material they annotate.

**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.
- Appendices, Tables and References appearing in appendices should be numbered and referred at appropriate places just as in the case of chapters.
- Appendices shall carry the title of the work reported and the same title shall be made in the contents page also.

**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. The name of the author/authors should be immediately followed by the year and other details.

A typical illustrative list given below relates to the citation example quoted above.

### REFERENCES

1. Aripnammal, S. and Natarajan, S. (1994) 'Transport Phenomena of Sm Sel – X Asx', Pramana – Journal of Physics Vol.42, No.1, pp.421-425.
2. Barnard, R.W. and Kellogg, C. (1980) 'Applications of Convolution Operators to Problems in Univalent Function Theory', Michigan Mach, J., Vol.27, pp.81–94.
3. Shin, K.G. and Mckay, N.D. (1984) 'Open Loop Minimum Time Control of Mechanical Manipulations and its Applications', Proc. Amer. Contr. Conf., San Diego, CA, pp. 1231-1236.

### FORMAT FOR BIBLIOGRAPHY

#### Books

Pandey, I.M; Financial Management, Vikas Publishers, New Delhi; 2011

#### Articles

Gupta, K; Durables: On a Fast Track; Harvard Business Review, No. 11; Vol. 8; pp 4-7.

#### Websites:

www.google.com

**Table and figures** - By the word Table, is meant tabulated numerical data in the body of the Project Report as well as in the appendices. All other non-verbal materials used in the body of the Project work and appendices such as charts, graphs, maps, photographs and diagrams may be designated as figures.

### 1. TYPING INSTRUCTIONS:

Following aspects must be adhered to as given in while compiling the body of report.

(a) **Page Size:** Good quality white A4 size executive bond paper should be used for typing and duplication.

(b) **Page Specifications**

(i)	Left Margin	1.25 inch
(ii)	Right Margin	1.25 inch
(iii)	Top Margin	1inch
(iv)	Bottom Margin	1inch

(c) **Page Numbers:** All text pages starting from Body of the Project Report as well as program source code listings should be numbered at the **bottom center** of the pages.

(d) **Normal Body Text**

i) **Font Size:** 12, Times New Roman, 1.5 Spacing, Single Side Writing.

ii) **Paragraphs Heading Font Size:** 12, Times New Roman, Bold

iii) **Page/Title Font Size:** 14

(e) **Table and Figure Number:** Table and figure numbers are to be written at the bottom of the table/figure.

(f) **Binding & Color Code of the Report**

(i) Hard Bound Report

(ii) Back ground of the cover page– Black

(iii) Color of Letters : Golden

**Conclusion:** The impression on the typed copies should be black in color.

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.

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### APPENDIX 1

#### A SUMMER TRAINING REPORT

ON

#### “Recruitment & Selection Process of Employees at Infosys Company”

**Submitted in the Partial Fulfillment for the award of Degree of Bachelor in  
Business Administration (CAM) 2020-23/ Bachelor in Computer Application  
(BCA) 2020-23**

CPJCHS&SOL

#### UNDER THE GUIDANCE:

Ms. Bhumika

Faculty (Management), CPJCHS

#### SUBMITTED BY:

Shachi Sharma

Enrollment No. ....

Batch (2020-23)



**CHANDERPRABHU JAIN COLLEGE OF HIGHER STUDIES & SCHOOL OF LAW**

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### APPENDIX 2

(A typical specimen of Declaration)

<Font Style Times New Roman>

### DECLARATION

This is to certify that Report entitled “ .....” which is submitted by me in partial fulfillment of the requirement for the award of degree BBA(CAM)/BCA to GGSIP University, Dwarka, Delhi comprises only my original work and due acknowledgement has been made in the text to all other material used.

CPJCHS&SOL

**Date:**

**Name and Signature of Student**



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### APPENDIX 2

## Acknowledgement

I offer my sincere thanks and humble regards to Chanderprabhu Jain College of Higher Studies & School of Law, GGSIP University, New Delhi for imparting us very valuable professional training in BBA(CAM)/ BCA.

I pay my gratitude and sincere regards to Mr./ Ms. ...., my project Guide for giving me the cream of his/her knowledge. I am thankful to him as he has been a constant source of advice, motivation and inspiration. I am also thankful to him for giving his suggestions and encouragement throughout the project work.

I take the opportunity to express my gratitude and thanks to our computer Lab staff and library staff for providing me opportunity to utilize their resources for the completion of the project.

I am also thankful to my family and friends for constantly motivating me to complete the project and providing me an environment which enhanced my knowledge

**Student's Signature**