

No. CPJCHS/2024/137

13-Feb-2024

NOTICE

Major Project Report BCA- VI Semester

All students of 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	25 th February, 2024
2.	Progress Work: Review 1	15 th March, 2024
3.	Progress Work: Review 2	30 th March, 2024
4.	Submission of Final Report	20 th April, 2024
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 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 BCA– VI Semester

S. No.	Enrollment No.	Student Name	Mentor Name
1	00121502021	UJJWAL JAIN	<p>Mr. Mohit Khatri (M. 9911742566) Mohit.khatri@cpj.edu.in</p>
2	00221502021	YASHIKA PASRICHA	
3	00321502021	KARTIK DOGRA	
4	00421502021	EKTA GUPTA	
5	00521502021	JUHI CHOPRA	
6	00621502021	AAKASH RANA	
7	00721502021	SNEHIT DUA	
8	00821502021	KHUSHI JAIN	
9	00921502021	NAKUL HANDA	
10	01021502021	SACHIN TIWARI	
11	01121502021	KANISHKA GUPTA	
12	01221502021	SURBHI JINDAL	
13	01321502021	SOURABH KUMAR	
14	01421502021	NAMYA SINGH	
15	01521502021	VARSHA	
16	01621502021	ABHISHEK BABU	
17	01721502021	AYUSH	
18	01821502021	HARMAN SINGH	
19	01921502021	HIMANSHU RAHEJA	
20	02021502021	JATIN SINGH	
21	02121502021	UDAY SHANKAR	
22	02221502021	DEVANSH CHAUHAN	
23	02321502021	VANSHIKA VASHIST	
24	02421502021	DIVYAM SATTI	
25	02521502021	TUSHAR KAMRA	
26	00124202021	ISHANT SHARMA	
27	00224202021	HRITHIK SAXENA	
28	00324202021	MAYANK	
29	00424202021	JAGRITI SETHI	

30	00524202021	MUSKAN
31	00624202021	RISHI SETH
32	00724202021	MAAN GUPTA
33	00824202021	SAHIL KHANNA
34	00924202021	KISHAN
35	01024202021	MEHUL BHAGAT
36	01124202021	SUJAL
37	01224202021	RITISH GUPTA
38	01324202021	ANSHU RANA
39	01424202021	KUNAL MALIK
40	01524202021	ASHIRVAD SINGH
41	01624202021	HEMANT
42	01724202021	PRIYANSHU SINGH
43	01824202021	CHARU GUPTA
44	01924202021	ADITYA TIWARI
45	02024202021	YASHPAL SINGH RAWAT
46	02124202021	KASHISH
47	02224202021	RUPESH
48	02324202021	VRISHTI
49	02424202021	ABHISHEK SHAKYA
50	02524202021	SHIV SAGAR
51	50124202021	LAKSH RANJAN
52	35121502021	NAVNEET SETIA
53	35221502021	SANYAM AHUJA
54	35321502021	ANKIT GOEL
55	35124202021	PRATHAM MANCHANDA
56	35224202021	DEEPANSHU
57	35324202021	PAYAL GUPTA

Mr.Gagan Bhayana
(M. 9582229939)
gagan.bhayana@cpj.edu.in

Sd/-
Director

GUIDELINES FOR PREPARATION OF PROJECT REPORT FOR 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

Annexure

Questionnaire (if applicable)

Exam Scheme: As per the Syllabi of BCA Students of 6th Semester have to write a Project Report (6 Credits). The Project Report has two Sections, viz.

- (a) External : **Project Viva** (60 Marks for BCA),
where Viva on written Report would be undertaken by an External Examiner.

- (b) Internal : **Submission of Project Report** (40 Marks BCA)

Chanderprabhu Jain College of Higher Studies & School of Law

An ISO 9001:2015 Certified Quality Institute

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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	1 inch
(iv)	Bottom Margin	1 inch

(c) **Page Numbers:** All text pages starting from Body of the Project Report as well as program



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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.

* * * * *

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
(BCA) 2021-24**

UNDER THE GUIDANCE:

Ms. Bhumika

Faculty (Management), CPJCHS

SUBMITTED BY:

Shachi Sharma

Enrollment No.

Batch (2021-24)



CHANDERPRABHU JAIN COLLEGE OF HIGHER STUDIES & SCHOOL OF LAW

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Affiliated to Guru Gobind Singh Indraprastha University, Delhi)

Plot No OCF Sector A-8, Narela New Delhi -40

APPENDIX 2

DECLARATION

This is to certify that Report entitled “”which is submitted by me in partial fulfillment of the requirement for the award of degree 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.

Date:

Name and Signature of Student

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 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