

MCM Project [408 & 409]

Guidelines

A project report has to be submitted as per the rules described in (IV).
Some additional guidelines regarding the Project Report are:

Number of Copies:

The student should submit two hard-bound copies of the Project Report.

Acceptance/Rejection of Project Report:

The student must submit a Synopsis of the project report to the Institute for approval. The Director holds the right to accept the project or suggest modifications for resubmission. Only on acceptance of draft project report, the student should make the final copies.

Format of the Project Report:

The student must adhere strictly to the following format for the submission of the Project Report.

a. Paper:

The Report shall be typed on white paper, A4 size or continuous computer stationary bond, for the final submission. The Report to be submitted to the University of Pune must be original and subsequent copies may be photocopied on any paper.

b. Typing:

The typing shall be of standard letter size, double spaced and on one side of the paper only, using black ribbons and black carbons.

c. Margins:

The typing must be done in the following margins :

Left ----- 35mm, Right ----- 20mm

Top ----- 35mm, Bottom ----- 20mm

d. Binding:

The Report shall be rexin bound in black. Plastic and spiral bound Project Reports not be accepted.

e. Front Cover:

The front cover should contain the following details :

TOP : The title in block capitals of 6mm to 15mm letters.

CENTRE: Full name in block capitals of 6mm to 10mm letters.

BOTTOM: Name of the University, Year of submission - all in block capitals of 6mm to 10mm letters on separate lines with proper spacing and centering.

f. Blank Sheets:

At the beginning and end of the report, two white black bound papers should be provided, one for the purpose of binding and other to be left blank.

Abstract:

Every report should have an Abstract following the Institute's Certificate. The abstract shall guide the reader by highlighting the important material contained in the individual chapters. The abstract should not exceed 800 words.

Contents:

The Contents shall follow the abstract indicating the title of the chapters, section, subsection etc.

The report should contain the following :

- Institute Certificate
- Certificate from Company
- Acknowledgments
- Abstract
- List of Figures
- Tables
- Nomenclature and Abbreviations

Contents of the Project Report:

1. Company Profile (only for M.I.S. projects)
2. Introduction to the project
3. Scope of Work
4. Existing System and Need for System
5. Operating Environment - Hardware and Software
6. Proposed System
 - 6.1 Objectives to be fulfilled
 - 6.2 User Requirements
 - 6.3 Requirements Determination Techniques and Systems Analysis Methods Employed
 - 6.4 Prototyping
 - 6.5 System Features
 - Design of Input
 - Design of Output screens and reports
 - Module specifications
 - D.F.D.'s and ER's
 - System flow charts
 - Data Dictionary
 - Structure charts
 - Database / File layouts
 - User Interfaces
 - Coding system
 - Design of Control Procedures
 - Design of Exception Handling

6. Testing Procedures and Implementation Phases
7. Acceptance Procedure
8. Post-Implementation Review
9. User Manual
 - Menu explanation
 - User guide
 - Expected problems/errors and their solutions
10. Problems encountered
11. Drawbacks and Limitations
12. Proposed Enhancements
13. Conclusions
14. Bibliography

Annexures

- Sample documents (manual or computer generated)
- Source code listing in a separate file
- Output reports

List of Tables:

The Contents shall be followed by a 'List of Tables' indicating the table number, table title and the corresponding page number(s). The table number shall be in decimal point notation indicating the chapter number and the table number in that chapter.

NOTE : Any reference within the text shall be given by quoting relevant number. eg : 'Table 5.2'

List of Figures:

The 'List of Figures' shall follow the 'List of Tables' indicating the figure numbers, figure titles and corresponding page number. The figure numbers shall be in decimal point notation.

Nomenclature and Abbreviations:

The 'Nomenclature and Abbreviations' shall follow the 'List of Figures' and contain the list of symbols and abbreviations and their long names used. The nomenclature should be given for ER's, DFD's, STRUCTURED CHARTS, RUN CHARTS and for all other symbols in the techniques used. The nomenclature for every techniques should appear on a separate sheet. As far as possible, accepted standard symbols shall be used.

Chapter Numbering:

The chapters shall be numbered in Arabic numerals. Section and subsections of any chapters shall be in decimal notation. All chapters shall begin on a new page. The titles for the chapters and the title shall be properly centered at the top of the page and have three spaces between them.

Company Profile:

This chapter should highlight the company details. This would be chapter 1 and should include the main stream activity of the company, the product line of the company and

the details of the department where the student was working. This should not exceed two pages or 800 words.

N.B.: Only relevant for M.I.S. Projects.

Introduction:

The 'Introduction' shall highlight the purpose of project work. It will also define the chapters to be followed in the Project Report.

Existing System and the Need for the System:

If there is some system already in use, then a brief details of it must be included, to help the examiner understand the enhancements carried out by the student in the existing system. Based on this, the student should exemplify the need for the system. If there is no existing Computerised system, the need for computerisation should be given.

N.B.: Only where relevant.

Proposed System:

1. **Objectives** : clearly define the objective(s) of the system in a few lines.
2. **User Requirements** : State the requirements of the user in an unambiguous manner.
3. **Requirements Determination Techniques and System Analysis Methods Employed** : Use the formal methods to describe the requirements of the user, like Fact finding Methods, Decision Analysis, Data Flow Analysis etc.
4. **Prototyping** : If the prototypes has been developed prior to the detailed design, then give details of the prototype.
5. **System Features**
 - 5.1 Design of Input : Inputs, Data Dictionary, Screens, Validation Methods etc.
 - 5.2 Design of Output : Outputs, Reports etc.
 - 5.3 Design of Control Procedures : Structured charts, Module Specifications, Run charts etc.
 - 5.4 Design of Exception Handling : Error handling and recovery procedures.

The choice of including topics in this chapter entirely depends on the student. The

freedom given for this chapter is obvious. Students will be working on various types of projects. A typical M.I.S. development project must include DFD's and structured charts etc. Thus a student is allowed to employ the techniques of his/her own choice suitable to his/her work. However, there is a guideline that the student must employ the techniques taught during the MCM course.