

**Typing Instructions and Project Performa for the courses
BBA-IV, BBA-VI, MBA-III, MBA-IT-III, MBA-IV & MBA-VI
MBA-Executive and BCA and MCA projects**

Important Instructions:

Students are required to attach following documents in their project hard copy

1. Guide's certificate
2. Director's Certificate (The both certificates on the college letterhead will be provided from SDE office.)

To get the above certificates, students are required to bring with them following papers:

1. Approval mail of project guide (Printed hard copy)
2. Company certificate photo copy
3. Summary format (format copy is available at photo copy shop)

Student are also required to include student declaration, Acknowledgment and Preface in the report

For MCA and BCA students

1. Binding for **MCA-I to MCA-V** Total No. of copies: **Two** (Spiral bound) and
2. **MCA-VI - One** copy hard cover bound
3. The project should be hard cover bound in leather or rexin with the following colour specification.
4. The Hard Bound should be in black Rexin.
5. Only Embossing will be accepted (Kindly do not get Screen Printing as it is strictly not acceptable).
6. The Hard Bound should have Spine with the Course, Title and Academic year embossed on it.
7. The order of the initial pages should be
 - Cover page
 - Certificate from the company (if any)
 - Certificates from the College
 - i) Guide Certificate of Originality of the project
 - ii) Director Certificate
 - Preface
 - Acknowledgement
 - Table of Contents / INDEX

NOTE: If your project title and guide are confirm, you can order your hard bound so that it is ready by the time your printouts are ready which can save you from time constraints.

Title of Project

A Project Report
Submitted in partial fulfillment of the requirements for the
Award of degree (Name of the Course)

20XX – 20YY

Submitted by:
(Student's Name)

Guided by:
(Internal Guide)



BHARATI VIDYAPEETH DEEMED UNIVERSITY SCHOOL OF DISTANCE EDUCATION
Academic Study Center - BVIMR, New Delhi
An ISO 9001:2008 Certified Institute
NAAC Accredited Grade "A" University

Student Undertaking

Certificate of Originality

I _____(Name of Student)_____ (Course and Sem) would like to declare that the project report entitled “_____ (Title of your project) Submitted to Bharati Vidyapeeth University Pune, School of Distance Education Pune, Academic Study Centre BVIMR New Delhi in partial fulfillment of the requirement for the award of the degree.

It is an original work carried out by me under the guidance of _____ (Name of Project Guide).

All respected guides, faculty member and other sources have been properly acknowledged and the report contains no plagiarism.

To the best of my knowledge and belief the matter embodied in this project is a genuine work done by me and it has been neither submitted for assessment to the University nor to any other University for the fulfillment of the requirement of the course of study.

Student Name with Signature

Certificate from the Company/Organization

(On Company Letter head)

This is to certify that (Name of the student) son/daughter of (name of the father) pursuing MBA from Bharati Vidyapeeth Deemed University School of distance education, New Delhi has successfully completed Project Report in our organization on the topic titled, "Title of the Project" from _____ to _____ 20XX. During his/ her Internship project tenure in the organization/ company, we found him/ her hard working, sincere and diligent person and his/ her behavior and conduct was good during the project. We wish him/her all the best for his/ her future endeavors.

Comments of Guide

- 1.
- 2.
- 3.

Name and Signature of the Mentor (Corporate Mentor)

Designation

REPORT FORMAT/ TYPING INSTRUCTIONS

- Total No. of Copies need to be Submitted :** One Original Typed (no photocopy)
- **C.D.** : One
 - **Paper Quality** : Executive Bond, 100 gsm (thickness)
 - **The size of the paper** : A 4
 - **Border Indents**
 - Top : 1.0 Inch
 - Bottom : 1.0 Inch
 - Left : 1.5 Inch.
 - Right : 1.0 Inch.
 - **Page Numbering** : Bottom centered
 - **Font**
 - **Type** : Times New Roman/ Century Gothic only
 - **Color** : Black Only
 - **Sizes** : Uniform & Consistent throughout the report
Normal Text-12, Chapter Heading-16, Titles-14
 - **Line Spacing** : 1.5
 - **Graphical Presentation** : Colour/ Black & White
 - **Printing** : single sided
 - **Paragraph format**
 - Vertical space between paragraphs should be of about 2.5 line spacing.
 - A single lined of a paragraph should not be left at the top or bottom of a page
 - **Chapter and Section format**

Each chapter should begin on a fresh page. Chapter number and title of the Chapter, subheading of the chapter should be printed at the center of the Page.
 - **Sections and Sub-sections**

A chapter can be divided into Sections, Sub-sections and Sub-Sub-sections so as to present different concepts separately. Sections and sub-sections can be numbered using decimal points, e.g., 2.2 for the second Section in Chapter 2 and 2.3.4 for the fourth Sub-section in third section of Chapter 2. Chapters, Sections and Sub-Sections should be included in the *Contents* with page numbers flushed to the right. Further subsections need not be numbered or included in the contents.

- **Table/Figure Format**

- Table and figures should be numbered chapter wise. For example, the fourth figure in Chapter 5 should bear the number Figure 5.4 or *Fig.5.4*.
- Table number and title should be placed above the table. Reference for Table and Figures reproduced from elsewhere should be cited in the last and separate line in the table and figure caption, e.g. (after McGregor [12]).(Source of Table)

- **Binding**

The project should be hard cover bound in leather or rexin with the following colour specification:

- **Colour** Black
- **Lettering** All lettering should be embossed in gold.

- **Bound back**

The degree, the name of the candidate and the year of submission should also be embossed on the bound (side) in gold.

- **Blank sheets**

In addition to the white sheets (binding requirement) two white should be put at the beginning and end of the Project.

- **List of Figures and Tables**

Two separate lists of Figure caption and Table titles along with their numbers and corresponding page numbers against them shall follow the Contents.

Typing Sample Format

Top Margin 1 inch

Chapter Heading size -16

Titles size -14

below is the normal text size -12 Margin between lines 1.5 line

The Business establishment may be a Company, Industrial unit, Wholesaler, Retailer, Distributor Office, Dealers, Company Showroom, Company Office, Service Organizations, Government Offices, NGO`s etc. Students must read these guidelines carefully and clarify doubts, if any, before proceeding for Summer Training Project.

Margin between paragraph 2 line

Left
Margin
1.5
inch

All the students enrolled for BCA Programme have to undergo compulsorily the SUMMER TRAINING for 50 working days in an organization. The objective of this training is to test the ability of the students to work on any topic/problem related to any functional area. The problem/topic can also be assigned by the organization in which the students undergo in-plant training in the absence of which students is free to select any topic/problem as his/her own accord.

Right
Margin
1 inch

Margin between paragraph 2 line

Keeping in view the first year curriculum for giving exposure to different functional areas and research methodology in BCA, the students have to collect the data relevant to their topic or problem and analyze the same methodologically, make intelligent observations and offer some practical suggestions. In order to complete the task following Chapter Scheme is suggested which can be adopted with or without modifications.

Bottom Margin 1 inch

Page No. 1

REPORT FORMAT/ TYPING INSTRUCTIONS

20**-.2010

***A Project Report
Submitted in the partial fulfillment of the requirement for the award
of the Degree of***

20**-20**

Submitted By:

Under the Guidance of:

TITLE OF THE PROJECT



**BHARATI VIDYAPEETH DEEMED UNIVERSITY SCHOOL OF
DISTANCE EDUCATION**

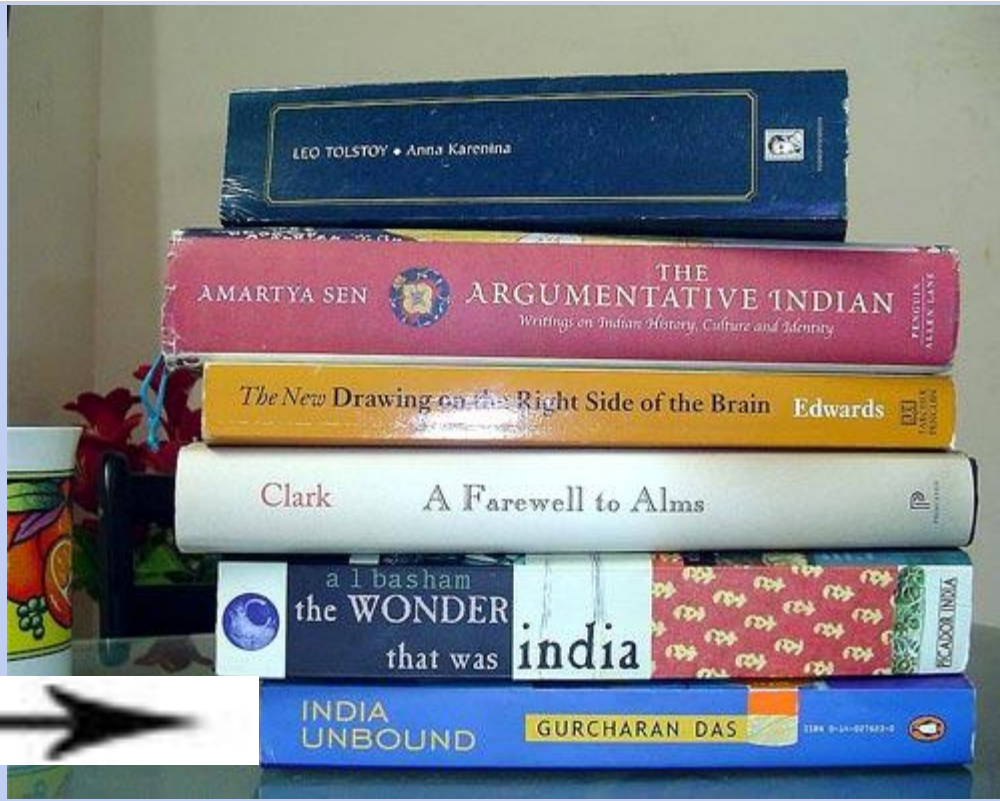
Academic Study Center - BVIMR, New Delhi

An ISO 9001:2008 Certified Institute

Reaccredited Grade "A" University by NAAC

BCA/MBA

← This is Spine



The spine of the book is an important aspect in Project design, especially in the cover design. When the project are stacked up or stored in a shelf, the spine is the only visible surface that contains the information about the book.