



CENTRE FOR DISTANCE AND ONLINE EDUCATION

SCHOOL OF DISTANCE EDUCATION

பாரதியார் பல்கலைக்கழகம்

BHARATHIAR UNIVERSITY

COIMBATORE - 641 046, TAMILNADU, INDIA

| State University | Category-I University by UGC | A** Grade - 3.63 CGPA by NAAC | 26th Rank among Indian Universities by MoE-NIRF |

Ref.No.BU/CDOE/ACA/OL/MCA/Feb 2025/ Mini project/2026

Date: 29.09.2026

Dear Students,

Sub: BU – CDOE - MCA – Online Programme - Academic Session February 2025 –
III semester –Mini Project Guide Allotment - Submission of Project Report -reg.

It is informed that the Project guide Mini-Project (37V) for MCA OLP Degree Programme February 2025 session students are allotted by the Programme co-ordinator and it is mentioned below. The students are hereby requested to report to their respective Project guide for project review and approval. Duration for the project is 10 weeks. e-copy of the project report (PDF) should be submitted on or before 24.12.2026.

Name and Address of the Guide	Enrollment Number of the Students
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Name and Address of the Guide	Enrollment Number of the Students
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DIRECTOR





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GUIDELINES TO MCA MINI PROJECT

Kindly read the instructions carefully and follow them in the preparation of the Project Report. Non-compliance with any of this instruction may lead to the rejection of Project Report submitted.

* The duration of the Project work is 6 months.

*The project guide: The qualification of the regular project guide is Master degree in Computer Applications. A guide should faculty in the affiliated college / University. He / She should handle classes for PG in Master of Computer Applications.

* You are expected to undertake project work individually and submit an individual project report.

Project reports should be typed / printed in double line space using A4 size with a left margin of column 10 and right margin of column 65.

A page should not contain more than 25 lines.

All pages should be numbered. The preliminary pages of the Project Report (such as title page, acknowledgement, table of contents, etc.) should be numbered in lowercase Roman numbers and pages of the main text stating with Chapter-1 should be consecutively numbered in Arabic numbers.

Source code should not be enclosed along with project report, but the same should be bound as an appendix and submitted along with the project report. The source code should be loaded and made readily available in the system, during viva-voce examination, for verification by the examiners. If you are not permitted to bring the source code outside the organization you should obtain a certificate to that effect from the Head of the division of the concern where you undertake the project work.

Table of contents should be as in the specified format given in Annexure III

A certificate from the organization where you undertake the project work should be obtained and copy of the same should be duly enclosed in the project report.

REVIEW

You are requested to report to the guide concerned for the project review by your guide during project work.

The students are expected to make a PowerPoint presentation on their project - objectives, work carried out so far, design, development, output, expected, status, plan for the remaining period.

ATTENDANCE FOR THE PROJECT REVIEWS IS COMPULSORY.

• The format of the report is as follows:

1. e- Wrapper
2. Copy of the wrapper
3. Declaration by the candidate (in the format as in annexure-1)
4. Certificate (in the format as in annexure -II)
5. Certificate from the organization
6. Acknowledgement
7. Synopsis
8. Table of contents (in the format as in annexure-III)
9. Chapters
10. Bibliography (in the alphabetical order of authors)



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You must write to the respective guide, with a copy to the Director, Centre for Distance and Online Education, the date of commencement of the project, the name of the organization, the name of the guide from industry and the likely topic of your Project.

FINAL SUBMISSION

e-copy of the project report (PDF) should be submitted positively on or before the viva-voce examination to the Programme Co-ordinator, Centre for Distance and Online Education, Bharathiar University.

29/09/20
DIRECTOR





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Specimen-Cover Page/First page

<Title of the Project Report>

Project Report submitted to Bharathiar University in partial fulfillment of the requirement
for the award of the Degree of Master of Computer Applications

<Name of the Candidate>

<Enrolment No.>

<Reg. No.>

Under the guidance of

<Name of the Guide (in Block letters)>

<Designation>

Centre for Distance and Online Education

Bharathiar University

Coimbatore 641 046

<Month & Year>



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ANNEXURE - I

DECLARATION

I hereby declare that this project work titled _____ submitted to the Centre for Distance and Online Education, Bharathiar University is a record of original work done by _____ under the supervision and guidance of _____ and that this project work has not formed the basis for the award of any Degree/Diploma /Associate ship / Fellowship or similar title to any candidate of any University.

Signature of the candidate

Name :

Enrolment No.:

Register No:

Course :

Place :

Date:

Countersigned by

Signature of the Guide

(with seal)

Countersigned by the Co-ordinator

(with seal)



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ANNEXURE – II

CERTIFICATE

(Model)

This is to certify that the Mini Project work titled _____ submitted to Bharathiar University in partial fulfillment of the requirements for the award of the Degree of Master of Computer Applications is a record of the original work done by _____ under my supervision and guidance and that this project work has not formed the basis for the award of any Degree/Diploma / Associate ship /Fellowship or similar title to any candidate of any University.

Signature of the Guide
(with seal)

Programme Co-ordinator
(with Seal)

Forwarded by

Director

Centre for Distance and Online Education

Bharthiar University

Coimbatore -46



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Annexure –III

The following is the table of contents from a Mini project report. This is only a guideline and the students are asked to prepare the contents related to their projects after discussing with their respective guide and should present the contents during their second review.

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Note: DFD Diagram / Use case Diagram is to be given Under 4.1.1. process design. Table design is to be given under 4.1.5 Input design & 4.1.7 Database design. Screen shots are to be given under 4.1.5 and 4.1.6.

INSTRUCTIONS FOR REPORT/THESIS WRITING

1. The entire should be in third person (i.e., I, We should be avoided) past participle (Ex. has been, had been).
2. Every chapter should start in a new page.
3. There should not be any page breaks between sections i.e., a chapter should continuously run through.
4. Every page should be numbered on the top right corner
5. Sections should also be numbered using N.1, N.2...
6. Section Heading should be in capital letters.
7. The first letter of every word in the subsection name should be in capital letters.
8. Chapter headings should be in Times New Roman font size 16 and centered.

CHAPTER 1

INTRODUCTION

9. The section heading and sub section heading be in Times New Roman font size 12, Bold and left aligned.
10. The regular text should be in Times New Roman, font size 12.
11. It is preferable not to have more than 3 levels of sectioning.
3. Applications in Business.
- 3.1 Banking Applications.
- 3.1.1. Customer Interface.
12. At the end of every sentence, after full stop(.), it is better to leave two blank spaces
13. Every figure should be neatly drawn and centered.
14. Every figure should be numbered along with the chapter number serially. For example Figure 3.1. Data Flow Diagram
15. Figure name should be given at the bottom of the figure
16. Naming the figure: The first letter of every word in the figure name should in capital letter.
17. The figure should be referred in the text. For e.g. :
 1. Fig.3.1. Shows the Data Flow Diagram of the system
 2. Data Flow Diagram shows that the data from the inventory files flow to the stock generation report process.
18. The figure should be given in the same page or the following page wherever it is referred.
19. Every table should be neatly drawn and centered.
20. Every table should be numbered along with the chapter number serially.
21. Table name should be given at the top of the table.
22. Naming the table: The first letter of every word capital letter.
23. The tables should be referred in the text. For e.g.
in the table name should be in
Table3.1 shows the data structure for the item master of the stock maintenance systems.
24. The table should be given in the same page or the following page, wherever it is referred.



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25. Figure or table should not cut across a page.
26. Please find a sample enclosed from which you can set a template and use it.
27. A paragraph should have a minimum of 7 lines.
28. Avoid small sentences. A sentence needs to be at least one and half lines long.
29. If you are writing small sentences, please see to that you combine related sentences using 'and', etc.
30. For References/ Bibliography, follow the standard formats as given at <http://www.aresearchguide.com/12biblio.html>

✓ 29/07/26
DIRECTOR

