

**Dr. Subrahmanya Bhat K.**

Controller of Examinations

Nitte Off-Campus Centre

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**Circular**

**Guidelines for preparation of MCA - Major Project Report**

The MCA students are hereby informed to follow the Nitte (Deemed to be University) guidelines enclosed regarding the preparation of PG (MCA) Project Report. The colour of the cover page will be **white**. The evaluation pattern for Project Report Preparation and Viva Voce is enclosed herewith. The HOD and respective guides are requested to communicate this information to their project students.

Project guides are hereby requested to compulsorily check their students' project reports for **plagiarism** before final submission of the same. **The plagiarism content should not be more than 25%.** A **report** regarding plagiarism checks **duly certified** by the **guide** should be included in the final approved **project report**.

**One of the examiners should be external for the evaluation of MCA Major Project Report and viva-voce.** Note that **10% of marks** for Project (30 Marks) should be allocated for **publication** by means of Journal Paper / Patent / Conference. Use the '**Publication Evaluation format**' to fill in the details and submit to COE office along with other documents after the completion of Project Viva voce.

**Note:** i) *The Project Report (**Draft Copy**) has to be submitted to the Guide well in advance (at least one week) before the last date of submission for correction and approval.*

ii) *The Project Report (**Draft Copy**) after incorporating the necessary corrections suggested by the guide has to be submitted to him / her. The project report has to be approved by the Guide and counter signed by the Head of the Department.*

*All students have to follow this uniformly before they prepare the final Project Report (printing and binding) for signature by the Guide and the Head of the Department.*

iii) *The template of the certificates and cover page (soft copy) is enclosed here with which may be circulated to the project students through their respective guides.*

iv) *A copy of the publication arising out of this project work accepted for publication / published in a Journal / Conference Proceedings (National / International) either through oral or poster presentation needs to be enclosed in the **Annexure** of the report.*

v) *Project Report should be typed neatly on **both** sides of the paper.*

**Sd/-**

**Controller of Examinations**

CC: Principal's Table, Vice Principal & Dean Academics, Deputy Dean Academics, Dean R&D, Associate Director (R&D), PG Coordinator, HOD-MCA, OAC, Academic Section.