

GUIDELINES FOR THE PREPARATION OF PROJECT REPORTS FOR B.Sc.(IT) & M.Sc.(IT) COURSES OF KSOU.

1. Project reports should be typed neatly on one side of the paper with 1½ line spacing on a-4 size bond paper. The margins should be as follows: Left = 4 cms; Right = 2.5 cms; Top and Bottom = 3 cms. The project Report should be bound with transparent plastic rigid sheets with spiral binding. Alternatively, the Project Reports could also be hardbound .

2. **The minimum number of copies of reports required will be six (6), as follows:**
 - (a) 2 copies to KSOU/Mysore
 - (b) 1 copy to VET, Delhi
 - (c) 1 copy to Study Centre
 - (d) 1 copy to the Guide
 - (e) 1 copy to the Candidate

3. **The organization of the Project Report should be as follows:**
 - (a) Title Page
 - (b) Certificate
 - (c) Acknowledgement
 - (d) Table of Contents
 - (e) Introduction
 - (f) Main Project – Chapter wise
 - (g) Summary of the Project work
 - (h) List of References
 - (a) **Title Page**
See appendix – 1 for format of Title Page.

 - (b) **Certificate**
See Appendix – II for format to Certificate.

 - (c) **Acknowledgement**
The inclusion of a page of Acknowledgement is a traditional practice in the write up of the Project work. This permits the candidate to write a brief preface and acknowledge the help received from persons and organizations.

 - (d) **Table of Contents**
The Table of contents possesses the greater utility to the reader as they indicate the pages in which to locate the needed topics.

 - (e) **Introduction**
In Introduction, you need to briefly indicate the topic, its scope and importance as well as relation to previous work and the present development. A brief mention of the methodology adopted for the project work may also be made.

(f) **The Main Project**

The main project work should be divided into various chapters with sections and sub-sections in each chapter. For example, chapter 3, Sections 3.1, 3.2, etc., and sub-sections 3.2.1, 3.2.2 etc.

(g) **Summary of the Project Work.**

After the last chapter, a summary of the project work carried and should be given including contributions, if along with utility of the project work as well as scope for further work.

(h) **List of References**

References should be numbered serially in the order of their occurrence in the project work and their numbers should be indicated in square brackets, for e.g.[3]. The section on the Reference should list them in serial order in the following format:

For text books:

Authors' name (alphabetically). Title, Publisher, year of publishing.

For Research papers:

Authors' name, Title of the paper, name of Journal, volume and year.

For Websites:

Title of the article, Book etc., and address of website.

4. Chapter heading may be centered with letters in font size 18. sections and sub-sections along with their heading must be left justified in font size 16. the body of the text of the project should have font size 12.
5. The figures and Tables must be numbered chapter wise. For e.g. Fig. 3.1 (Name), Table 3.1 (Name), etc.
6. The Project work should be brief and include descriptions of work carried out by others only to the minimum extent necessary. Where short excerpts from published work are desired to be included, they should be within quotation marks and appropriately identified and given under references.
7. Proper attention should be paid not only to the technical contents but also to the organization and write-up of the report including correct language, clarity of expression. Care should also be taken to avoid spelling mistakes and typing errors. The student should note that project report write-up forms an important component in the overall evaluation of the project.
8. Students are also requested to prepare a virus-free disc of the project report and take it to the final university examination.
9. **Students are strictly warned against Plagiarism of project reports. Such an act may not only to failure in the examination but also to further disciplinary action.**

(SAMPLE TITLE PAGE)

APPENDIX-1

(TITLE OF THE PROJECT _____

**PROJECT WORK SUBMITTED AS PARTIAL FULFILLMENT TO THE
COURSEWORK FOR THE DEGREE OF B.Sc. (IT) / M.Sc. (IT)
OF KARNATAKA STATE OPEN UNIVERSITY, MYSORE**

BY

(NAME OF THE CANDIDATE)

ROLL NO _____

A STUDENT OF

(NAME OF THE STUDY CENTRE)

SC CODE _____

MONTH / YEAR

CERTIFICATE

APPENDIX – II

Certified that the Project Report entitled (Title of the Project _____

_____) submitted by (Name of the Candidate) with Roll No. (_____) on
(Month / Year) is his/her own work and has been carried out under my supervision. It
is recommended that the candidate may now be evaluated for his/her project work
by the University.

(STUDENT)

Signature:

Name:

Date:

(GUIDE)

Signature / Date:

Designation:

Address:

(STUDY CENTRE)

Signature:

Name :

Date :

Seal of Study Centre: