

Chintech/MCA/

Date

To,

Company Address

Subject: Request for internship for MCA sixth semester student(s)

Dear Sir/ Madam,

Chinmaya Institute of Technology, approved by AICTE, New Delhi and affiliated to the Kannur University, is a Professional Education Institute established by Chinmaya Mission offering MCA and MBA courses.

As a part of the MCA Course, the sixth semester students are required to work full time on an industrial project for a period of 4-6 months (The guidelines for the industrial project are briefly noted in the Annexure-II).

We would be grateful if you could accommodate the following student(s) of our MCA course in your esteemed organization and give them a chance to prove themselves.

We would like to emphasize that the curriculum for MCA program at the institute is the latest and has been customized keeping IT industry requirements and relevance in view. Our students have been trained to be productive and contribute in industry environment.

We are sure that you will be pleased to help these students in their academic pursuits. It will be our pleasure and honour if you could associate with us in our academic endeavors.

Your consent, in the attached 'consent form', to take the students for 'Industrial Project' in your organization will be highly appreciated.

With warm regards,

Yours faithfully,

Principal

Date:.....

To
The Principal
Chinmaya Institute of Technology
Govindagiri, Chala
(PO) Thottada
Kannur - 670 007

Sir,

With reference to your letter No.Chintech/MCA, dated we are happy to accommodate the following student/s of your MCA course in our organization for the 'Industrial Project Work' from

Name of the student/s

Name of the 'Organization guide' :

Designation :

Contact No. :

Email Id :

Yours sincerely,

.....

(Organization seal)

CHINMAYA INSTITUTE OF TECHNOLOGY

MASTER OF COMPUTER APPLICATION PROGRAMME

“Final Semester Industrial Project” for MCA students Guidelines in brief

1. Students should select an **internal guide** by the end of the fifth semester by filling a form (ANNEXURE VIII). A guide can assist upto 6 students.
2. An External guide, an officer designated by the organisation, would be the supervisor of the candidate/s during the training and project period.
3. Students should ensure the acceptance of his/her project through the acceptance letter (ANNEXURE – I) send by the **external guide to the internal guide**.
4. Students should get the approval of the synopsis from the **internal guide** before commencement of the project.
5. Every student should send a monthly progress report, verified and attested by their external guide to the internal guide.
6. Students shall conduct themselves to uphold the best interests of the Institution and the organisation where they undergo the project.
7. Students are expected to undergo project work individually and submit individual project report.
8. The project will be reviewed periodically every month by a Departmental / Institutional committee duly constituted by the Head of the Department / Institution.
9. The **continuous assessment marks (CA)** will be based on the periodic progress and progress report.
10. At the end of the semester the candidate shall submit the Project report (**three bound copies and two soft copies, soft copies should be both in text and pdf format**) duly approved by the guide in the prescribed format specified in ANNEXURE III and ANNEXURE IV, for End Semester Assessment.
11. Guidelines in respect of the Project Report are in ANNEXURE III and ANNEXURE IV

CHINMAYA INSTITUTE OF TECHNOLOGY

MASTER OF COMPUTER APPLICATION PROGRAMME

“Industrial PROJECT”

PROJECT REPORT – GUIDELINES

1. Some general suggestions for the preparation of the project work:
 - The project report should have a proper title. The chapters, properly titled, of the report should be properly organised and co-ordinated.
 - The information and data collected in respect of the project should be presented in the report in an integrated manner.
 - The bound report should be in the following format:
 1. Cover Sheet (ANNEXURE V)
 2. Certificate from the organisation(ANNEXURE VI).
 3. Certificate from the firm where the project was carried out.
 4. Declaration of the student(ANNEXURE VII).
 5. Abstract of the project.
 6. Table Of Contents (ANNEXURE IV)
 7. Chapters (ANNEXURE IV)
2. Three copies of the report duly signed by the student and attested by the 'Organisation guide' and 'Institute guide' shall be submitted to the Institute not later than 20 days after the completion of the 'project' period.
3. The student shall present the report in a seminar that will be conducted in the Institute.

Guidelines to be followed for the project report preparation

Students should follow the guidelines while preparing the report.

1. Project report should be typed or printed in double space using A4 size bond papers with all margins of 1”.
2. A page should not contain more than 25 lines.
3. All pages should be numbered.
4. Font specifications: Font face – Times NewRoman/ Bookman OldStyle
Font Size- Main Headings: 20/21, Sub Headings :15/16 , Text:12/13
Header: Project Name(right side)
Footer: CHINTECH-Year of passout(left) Page Number(right)
5. Binding Specifications: Wrapper should be light blue in colour and hard bound.
6. A certificate from the organization, where the students undertake the project should be obtained and copies should be duly enclosed in the project report.

This is only guidelines for the students. The actual contents could be decided by the students according to the nature of the project and consulting with his/her guide.

TABLE OF CONTENTS

- 1.0 Introduction
 - 1.1 Feasibility Analysis of the system
 - 1.2 Existing and proposed system
 - 1.3 Salient features of the system.
- 2.0 Background Study
- 3.0 Selection of the organization
- 4.0 Problem Formulation
 - 4.1 Main Objective
 - 4.2 Specific Objective
 - 4.3 Methodology
 - 4.4 Platform
- 5.0 System Analysis And Design
 - 5.1 Feasibility Analysis
 - 5.2 Input Design
 - 5.3 Output Design
 - 5.4 Menu Design
 - 5.5 Code Design (optional)
 - 5.6 Databse design
 - 5.7 Validation and checks
- 6.0 Development Of System and Testing
- 7.0 Implementation
- 8.0 Conclusion
- 9.0 Suggestion for future Work
- 10.0 Bibliography

Appendices

- A) Reports
 - B) Graphical Reports
 - C) DFD
 - D)ER Diagrams.
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A Project Report on
(Title of the Project)

Submitted in partial fulfillment of requirement for the award of

M.C.A Degree

of

KANNUR UNIVERSITY

by

(Name of student)

Reg. No: (Number)



(Name of the Institution)

(Address of the Institution)

(year)

KANNUR UNIVERSITY

(Name of the Institution)

(Address of the Institution)



CERTIFICATE

This is to Certify that the project entitled..... (Title of the Project) submitted in partial fulfillment of the requirement for the award of M.C.A Degree is a result of bonafide work carried out by.....(Name of Student) during the year

(Internal guide)

(External Guide)

(Head Of the Institution)

(Format of the declaration from the student)

DECLARATION

*I(**Name of the student**), VI semester MCA student of(**Name of the Institute**) under Kannur University do hereby declare that the project entitled (**Title of the project**) is the original work carried out by me under the supervision of(**Name of the project guide**) (**Address of the Organization**)towards partial fulfillment of the requirement of MCA degree, and no part there has of has been presented for the award of any other degree.*

(Separate Certificates from the organization from where the student has carried out the project also to be enclosed)



CHINMAYA INSTITUTE OF TECHNOLOGY

Govindagiri, Chala, Kannur-670007

FORM FOR CHOOSING INTERNAL GUIDE FOR MCA FINAL SEMESTER INDUSTRIAL PROJECT

Name Of The Student:

Roll Number:

Permanent Address :

Address For Correspondence:

Contact Number:

e-mail:

Name Of The Internal Guide:

Contact Number:

e-mail:

Name & Signature Of The Internal Guide

Name & Signature Of The Student

