

# Course Project Guidelines (G001)

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**COLLEGE OF COMPUTING SCIENCES AND INFORMATION TECHNOLOGY**  
**TEERTHANKER MAHAVEER UNIVERSITY, MORADABAD**

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### **Templates to be used:**

- Template – Project Synopsis (T001)
- Template – Project Synopsis Presentation (T002)
- Template – Project Report (T003)
- Template – Project Progress Presentation (T004)
- Template – Project Evaluation Form (T005)
- Template – Project Requirements (T006)

**Revision History**

<b>Author/ Changes made by</b>	<b>Date</b>	<b>Reason For Changes</b>	<b>Version</b>
Rashmi Jain	Aug, 2016	First Version	1.0
Rashmi Jain	Oct, 2016	Revised to include details related to Project Report (T003)	1.1
Rashmi Jain	Jan, 2017	Revised to include guidelines for Students who are doing projects with Industries	2.0

**Approved by:****Dr. R K Dwivedi**Principal, CCSIT  
TMU, Moradabad

## 1 About Course Project Guidelines

There have been rising expectations about course projects from both Students and Project Guides. Students want to do the best they can; Project Guides want to provide opportunities for students to complete the projects with learning thru complete software development life-cycle and succeed at research. Both Project Guides and students need to be realistic about what can be accomplished in the available time.

The rationale behind this guideline is to define and follow a uniform process across courses. CCSIT will run awareness sessions on this to ensure students and Project Guides are aware of the process and are following the same in their projects. Any improvement suggestions can be given to the project coordinator for improvement in process.

## 2 Scope of this Document

This document covers the Guidelines related to project execution, to be followed by:

- a) CCSIT
- b) Project Guides
- c) Students who are eligible to do the Projects within campus as decided by CCSIT
- d) Students who are eligible for Industrial Projects outside campus/ in Industry as decided by CCSIT

## 3 Definitions & Abbreviations

<b>Project Group</b>	A group of students, working on the same project in the session.  <b>For Internal Projects</b> , maximum 3 students should be in a project group.  <b>For Industrial Project</b> , a project group may have one or more than one students as applicable in their respective organization.
<b>Project Guide</b>	A mentor/guide is assigned to each project internal or industry-based. Project Guide is accountable to monitor progress at regular intervals to ensure project completion and submit the evaluation details at the end of each milestone
<b>Project Coordinator</b>	A nominated person, who is responsible to ensure Project Groups are defined and each Project Group is assigned a Project Guide and a Project from the Project Database.  Project Coordinator is also responsible to ensure that Project Evaluation Sheet (T005a and T005b) is filled and submitted by respective Project Guides.

## 4 Project Guidelines for CCSIT (G001a)

CCSIT is overall responsible to plan and facilitate the Projects for the students and allocate project guides for various courses. Below listed are some of the activities should be initiated and monitored at CCSIT level.

### 4.1 About Project Groups

- a) Project Coordinator with help of faculty members should form Project Groups for each course
- b) Each Project Group should be assigned a project guide
- c) The Project Guides ensure that students having some level of technical knowledge to complete their project. Team formation should be done accordingly
- d) Project Guides will ensure that each individual in the team knows their “Role” (Refer: Project Synopsis Template)
- e) Each faculty in CCSIT should take up responsibilities for projects as “Project Guide” for at least one project apart from their Lab responsibilities

### 4.2 About Project Groups (Industrial Projects)

- a) Internal Project Guide will be allocated for each student
- b) Students are expected to follow the norms as per their organization, where they have been selected for the projects
- c) It is the responsibility of the student to be in touch with the Project Guide during tenure of the Industry Project:
  - i. Share thru email OR present Project Synopsis (T001) – within 4-6 weeks of the date project started in Industry
  - ii. Share or present Project Progress (T004) – at least once
  - iii. Present Final report (T003)
- d) Project Guides should maintain the communication records in terms of date etc. with their respective students and share the same with Project Coordinator as and when required
- e) Project Evaluation Guidelines are applicable for students doing Industrial Projects also

*Note: Any waiver in Process should be approved by Principal, CCSIT*

### 4.3 Project Selection

- a) A CCSIT-nominated Project Committee will prepare a list of feasible projects for the current academic session for all courses.
- b) A list of selected projects with project description will be validated by this committee
- c) The committee will allocate projects to each identified project groups
- d) The committee will also identify best suited project guide for each project
- e) Committee must mention details (as given in the table below) before sending the same for approval to Principal-CCSIT.

Project ID	Project Title	Brief on Project (not more than 250 words)	Course Name	Front End	Back End	Any Tools to be used?
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- f) Only approved projects should be allocated to the project groups
- g) Same projects can be done by more than one group subject to different technology / platforms (optional)/ slight difference in the functions
- h) Each Project Guide will submit “List of Projects” along with Project Synopsis Report (T001) to Project Coordinator

*Note: Point # a, b, c, e, f & g are applicable ONLY for Internal Projects*

#### **4.4 Synopsis Preparation and Presentation**

- a) For Internal Projects - Synopsis presentation should be done within 2 weeks of project allocation to the project groups. Before presentation, it is important that the project guides have explained the project in details to respective Project Groups and the Project Group has done some research work on that
- b) Project Synopsis should be prepared and submitted in the format (T001) attached with this guideline.
- c) For synopsis presentation, template T002 should be used
- d) The students, who are engaged in Industrial Project, may send Project Synopsis (T001) either thru mail OR come to campus for presentation by taking prior appointment with their Project Guide
- e) Any feedback received by the Project Group during the sessions, should be incorporated appropriately in the Project Synopsis, which should be verified by the Project Guide. Post that only Project Guide should approve the report.
- f) It is mandatory that Project Guides are present during the presentation of their respective project groups (ideally each project guide should be present in all presentations)
- g) Project Coordinator will appoint some other faculty to evaluate Project, where he/she is the Project Guide
- h) Evaluation details at both Project Group level and Project Team level must be filled and signed using Template T005
- i) Project Coordinator must validate each such form from compliance perspective and sign for each milestone.
- j) Project Evaluation Sheet should be maintained throughout the academic session.
- k) This sheet will be the criteria to select the “Best Project”
- l) In case of Industrial Project Training (MCA, BCA, B.Tech) students have to send their training/internship details and synopsis to their internal supervisor

#### **4.5 Project Report Submission**

- a) Project Coordinator will prepare and publish the Calendar in consultation with Project Committee including date, responsible persons etc. The calendar should be prepared and published in advance. The calendar date plan will be finally approved with the consent of the Principal CCSIT.
- b) Plagiarism in all project reports should be done by respective Project Guide. Exception is given for BCA, BSc (CS) and BSc (Animation) Report. The assigned guides for these course

projects should keep proper monitoring and check that copy and paste should be avoided by students in their project reports

- c) Any Project is considered complete when there are evidences of SDLC phases (Requirement, Design, Development and Testing)
- d) Each Project Group will submit one copy of the Project Report (using T003) to their respective Project Guide
- e) Post submission of the Project Report and approval from the Project Guide, the project group will be allowed in External viva.

#### 4.6 Project Progress Presentation and Final Presentation

- a) Each project Group will present the project progress (using Template T004) after each milestone. The details are given below in the table:

Milestone	Internal Project	Industrial Project	Remarks
Project Synopsis	Mandatory	Optional <i>Students to send Progress (T004) thru mail with Project Synopsis Report to their respective Project Guides in TMU</i>	-
Project Requirements	Mandatory	Optional <i>Send Progress (T004) thru mail to their respective Project Guides in TMU</i>	-
Live Demo (initial)	Mandatory	Optional <i>Send Progress (T004) thru mail to their respective Project Guides in TMU</i> <i>Implementation Details + First Draft of Project Report (T003)</i>	At least 50% completion with test cases
Final Demo/ Presentation	Mandatory	Mandatory <i>Softcopy Report (T003) + PPT+ demo of Running Application (if needed)</i>	Participation of Project Guide in the session is compulsory

- b) Each such session is a formal session. Marks will be given as per details given under section "Distribution of Marks". Template T005a and T005b will be used for marks and evaluation
- c) Attendance of each student is Compulsory as the marks will be given to each student
- d) Associated Project Guide should be present in each such session
- e) Project Guide must ensure that students have all related artifacts ready for the presentation in expected templates
- f) CCSIT will publish and share the calendar in advance

#### 4.7 Upload/ Download Templates, Process Guidelines

- All required process, guidelines and templates are maintained at TMU-CCSIT portal under version control
- Project Coordinator (CCSIT) is responsible to ensure that all latest versions are uploaded at TMU-CCSIT portal
- CCSIT should run awareness session on such process as and when required
- It is required that students and project guides follow these defined and controlled process
- Any feedback or improvement suggestions on process, guidelines and templates can be given to the project coordinator

#### 4.8 Distribution of Marks

Project marks will be given to each student on completion of each project milestone. It is important that each student is present during the project milestone dates, as published by CCSIT.

S#	Project Milestones	Marks	% Marks (Internal Project)	% Marks (Industrial Project)
1	Project Synopsis submission	Internal (Template T001)	10%	5%
2	Submission of Project Requirements (including diagrams like – ERD, DFDs, Database Structures etc.) <i>Note: Optional for Industrial Projects</i>	Internal (Template T006)	10%	5%
3	1 <sup>st</sup> Live Demo (may be with limited Functions) with Test Cases <i>Note: Performance and contribution of each student in the project group will be monitored. Optional for Industrial Projects</i>	Internal	10%	10%
4	Demo of Complete Project (applicable for Internal projects only). Students, who have undergone Industrial Projects, will present the Project Report. <i>Note: Performance &amp; contribution of each student in the project group is monitored by respective project guide</i>	Internal (Template T003)	20%	30%
5	Project Viva	External	50%	50%

*Note: CCSIT will evaluate "Best Project" based on Internal Evaluation using Template T005a and T005b.*



## 5 Project Guidelines for Project Guides (G001b)

Project Guides are mentor and technical consultant to the students. Project Guides are also responsible to monitor the progress and assign a grade for the project work. It is customary for the student and Project Guide to meet regularly to keep their communication continuous and effective. Grades will be submitted at the end of each milestone of the project by the Project Guide.

More than a mentor, Project Guides are also owner of the Project. The responsibilities include:

- a) Ensure that the allocated project is feasible and can be completed within the given time
- b) Ensure that students do a feasibility study and some research of their project before further going to implement it. Project ambiguities and doubts should be cleared
- c) Provide technical help to the students; they also give some demo of real time or sample projects
- d) Ensure that students download and use all the format that help to make a Project Report (Synopsis Format, Project Report Format) from TMU-CCSIT Portal
- e) Help students on how to make presentations and face the questions during presentation. Conduct a “Mock” before final presentation and take corrective actions
- f) Ensure students participation in session for student on “Project Guidelines and Templates”
- g) Review each and every report/ presentation of their respective students/ groups and ensure incorporation of all review comments
- h) Monitor regular progress of respective project (both documentation and Coding). Ensure all members of the project team are working in the project
- i) Encourage students to come up with innovative ideas while developing the project
- j) Spend sufficient time with team for discussions on project related issues
- k) Fill the Project Evaluation Form (T005a and T005b) for each milestone. Share signed copy of it with the Project Coordinator
- l) Interact with the external guide of students to know how the student is performing in the industry or training center (if the student is doing the project in Industry)
- m) Any improvement suggestions on Project Guidelines, templates etc. should be given to the project coordinator
- n) Be in regular touch with students who are out of TMU Campus for Industrial Projects

## 6 Project Guidelines for Students (G001c)

### DO's

- a) Must attend "Briefing Session on Project Guidelines"
- b) Download and use the latest versions of Project Guidelines and Templates from TMU Website
- c) Understand the "Project" allocated to you
- d) Brainstorm with team who will work with you. Clarify the doubts if any related to the project with your assigned Project Guide
- e) Discuss with the Project Guide as team, if any modifications are required in the assigned project. Project should be feasible to deliver complete in the given time frame.
- f) Prepare the Project Synopsis and submit to assigned "Project Guide" for review
- g) Ensure all review comments are incorporated in the document
- h) It is important to have regular interactions with the Internal Guide (once every two weeks).
- i) Before starting the design and development, ensure
  - i. Project Synopsis is approved and submitted
  - ii. All Requirements are captured and elaborated
  - iii. Hardware and Software platforms are identified
  - iv. Tools to be used are finalized after proper analysis to justify the use
- j) Project development should be focused; even if limited functionalities are developed they should work correctly.
- k) Student should be able to demonstrate the working project to the Internal Project Guide
- l) All submission should happen as per planned dates (as published by CCSIT)
- m) For Industrial Projects, Students will follow the process as described in their respective organizations. Still students will follow and submit the required details in the formats described in this guideline

### DONT's

- a) DO not purchase or borrow any ready-made project or project report from market.  
*Internal Review will be based on Live-Project presentation and viva will be based on your submitted Project Report*
- b) DO not copy-paste. Write your own language to keep you safe from PLAGIARISM check
- c) DO not prepare documentation at last minute. This may lead to mistakes in your report
- d) DO not prepare your own format for project documentation. This may lead to degraded quality in documentation
- e) DO not take your project presentation lightly