



TECNIA INSTITUTE OF ADVANCED STUDIES

NAAC GRADE "A" INSTITUTE (CYCLE -1&2)

Approved by AICTE & RCI (DEPwD, MoSJE), Govt. of India

Affiliated to G.G.S.I.P. University & Recognized U/s 2(f) of UGC Act 1956

INSTITUTIONAL AREA, MADHUBAN CHOWK, ROHINI, DELHI-110085

DEPARTMENT OF INFORMATION COMMUNICATION AND TECHNOLOGY (Academic Session: 2026-27)

Ref No. TIAS/DICT/2025-26/BCA/13

Dated: 25/07/2026

NOTICE

Subject: Summer Training Project Guidelines and Schedule for BCA-311 Academic Year, 2026-27

This is to inform all concerned that the timeline for the conceptualization and submission of proposals for the **Summer Training** is now active. The Summer Training is a crucial component of your professional/academic development, designed to enhance your practical skills in problem-solving, project management, and technical execution.

1. Project Objective:

The objective of the Summer Training is to encourage innovation and problem-solving in the domains of Information Technology, Software Development, Networking, Data Science, IoT, and related fields approved by respective guides.

2. Eligibility:

Compulsory for all BCA (3rd year) students.

3. Team Composition:

Only Individual submissions are allowed.

All students are advised to carefully note the deadlines and adhere to the guidelines strictly. This project carries significant weight towards your final assessment.


Dr. Sushma Bahuguna
Asso. Dean, DICT
Tecnia Institute of Advanced Studies

Dr. Sushma Bahuguna

Asso. Dean and HOD, DICT

CC:

Director, Tecnia Institute of Advanced Studies, for your kind information

Dean Academics, Tecnia Institute of Advanced Studies, for your kind information.

Dean, IQAC, Tecnia Institute of Advanced Studies, for your kind information.

Academic and Program Coordinators, DICT

Website Coordinator, for Display on

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Ref.No. TIAS/BCA/2026-27/ST/38/521/1

Dated: 25/07/2026

Schedule of Submissions for Summer Training

Students are required to strictly follow the schedule given below:

S.No	Activity	Activity Details	Submission Dates *
1.	Title discussion	Discussion of Project title with Guide	8 th August 2026
2.	Title finalization	Title finalized from guide	14 th August 2026
3.	Synopsis Submission	Submission of Project Proposal for finalization of title, Objectives, scope, platform & methodology.	27 th August 2026
4.	Review-I & PPT	Presentation on project Requirement details along with project objectives, scope, platform & methodology in review-1.	19 th September 2026
5.	Review-II & PPT	Presentation and report submission on Completion of Systems Analysis & System Design Phase	10 th October 2026
6.	Review-III & PPT	Presentation and report submission of Completion of Systems Development Phase (With 1 st Demo of Project Execution)	24 th October 2026
7.	Final Submission	Final submission Project of Hard-bound Copy	30 th October 2026
8.	External Viva	External Viva before the external examiner.	Will be notified by Univ.st


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Asso Dean and HoD-DICT

OBJECTIVE

All the students enrolled for **BCA** Programme, have to undergo compulsory summer training/ Project of minimum 06 weeks in an organization in the IT field. The aim of the project is to give the students an integrated experience in solving a real-life problem by applying knowledge and skills gained on completion of theory papers and in-house practical papers during BCA course. It provides an occasion for students to realize the importance of resource and time management, ownership of task towards deliverables, innovation and efficiency in the task management. It also provides a good opportunity for students to build, enhance and sustain high levels of professional conduct and performance and evolves a problem solver frame of mind in students at early stage. It also prepares students for taking up responsible assignments in the corporate establishment.

University Scheme for Project

As per the syllabi of BCA 2024-25 (Paper code: BCA 311), students have to submit a project report comprising 4 credits. The project report has two components, viz.

Evaluation scheme as per the criteria

- (a) External: **Project** (60 Marks), where a written report is to be submitted. It involves an external viva and presentation.
- (b) Internal: **Project** (40 Marks), which includes continuous evaluation from idea generation to final presentation.

Scope of the Project

Students share the responsibility of selecting a relevant project topic in consultation with their faculty guide. The project must involve developing an original application using a programming language or platform the student has previously studied or is proficient with, ensuring it is an in-house development. Each student is required to undertake this work independently and submit an individual report. It is strictly mandated that any submission of previous work or a borrowed report will be rejected outright. In such cases of rejection, the student must completely restart and resubmit a new, original project to fulfill the academic requirement.

Proposal

The project proposal should be about 4-6 pages long and must be submitted in writing to your respective guide. The format of the proposal is attached as **Appendix A**. **All students are required to submit the proposal as per the schedule.**

General Guidelines:

1. The project should be original, of real-life value, and not copied from existing material from any source. A student should ensure that he understands what is expected by preparing a requirement document of his understanding and get it reviewed by the guide.
2. Design document should also be reviewed and code should also be peer reviewed.
3. A user manual has to be prepared and reviewed.
4. Testing has to be thorough and at various levels, followed by an acceptance test based on the requirement document and user manual.
5. Students should follow the steps as discussed in Software Development Life Cycle while writing dissertation and use Software Engineering Methodologies for development of deliverables, mere programming will not be sufficient. Students must note that interviewers for job are often more interested in the problem solved, alternatives that could have been tried and the benefits derived from the developed application, rather than just implementation details.
6. **One Project will be submitted only by one student.** However, if the nature of the project is very big & large enough to be divided in different independent big modules having an estimated required effort of minimum 06 weeks to be developed by one person, can be taken up and designed in such a way that every student will be responsible for one module and will submit only that specific module as it were a complete software project.
7. Every student has to get his / her synopsis approved from the guide.
8. The synopsis must be brief i.e., not more than 4-6 pages. It must address details like (however, students may follow the SRS format of IEEE for writing Synopsis)
 - a. Name / title of the project,
 - b. Statement about the problem,
 - c. Why the Particular topic is chosen? It must address Present State of the Art.
 - d. Objective and scope of the project,
 - e. Analysis, Design, Development & Testing Methodology,
 - f. H/W & S/W to be used,
 - g. Testing Technologies to be used,
 - h. What contribution / value addition would the project make?
 - i. Limitations / constraints of the project,
 - j. Conclusion, Future Scope for Modification,
 - k. References and Bibliography.

9. After approval of the Synopsis, Students will need to give Two Presentations / Demonstration, as per the schedule fixed by their respective Institutions or University. First Presentation will ideally be given after Design Phase is over. Second should be given when System Testing is over. First Presentation **(Summer Training)** should be given between ___ and _____. Second Presentation **(Summer Training)** is from _____ to _____. Final Project reports should be given latest by _.
10. Summer Training report has to be submitted by _____.
11. The student will submit his/her project report/thesis in the prescribed format, as given hereunder, after the second presentation. The project report/thesis should include: -
 - a. ONE hard copy (Maroon color with golden print) of the project report / thesis.
 - b. Soft copy of project on CD including all resource code/ compiled binary code and the manuscript in MS-Word document format.
12. Note the following guidelines with respect to Preparation of the Documentation. Please note that documentation is meant for other people, and hence it must be self-explanatory, in all respect.
 - 12.1.1 The sequence of the Pages in the Project Report will be as follows:
 1. One Transparency Sheet
 2. Title Page (Strictly as per the sample supplied)
 3. Institute's Certificate
 4. Company's Certificate
 5. Candidate Declaration of originality of work
 6. Acknowledgement.
 7. Abstract
 8. List of Figures (Strictly as per the sample supplied)
 9. List of Tables (Strictly as per the sample supplied)
 10. List of Abbreviations (Strictly as per the sample supplied)
 11. Contents (Strictly as per the sample supplied) and then body of the dissertation according to the content.
 - 12.2 The pages coming under the preview of the CONTENTS will only be numbered in the BOTTOM of the Page Centrally Aligned.
 - 12.3 **ONE Hardbound Copies (One Original and Two Xerox)** will be submitted with the Institute out of which one will be given back to the candidate. All the students are required to follow the same binding format in maroon color with back quote

mentioning title of the project, name of the student and year.

- 12.4 At the end of the Project Report Two White blank sheets must be attached.
- 12.5 At the beginning of each chapter one blank page (Strictly as per the sample supplied) must be attached. These pages will neither be numbered nor counted in total numbering of pages. They will only indicate the beginning of a New Chapter with its learning objectives.
- 12.6 Font size of the documentation will be *12 Times New Roman* and the pages will be one and half line spaced. The page margin will be as under: -
 - Top – 1 inch,
 - Bottom – 1 inch,
 - Left – 1.5 inch,
 - Right – 1 inch.
- 12.7 Kindly note that all-methodological details and theoretical aspects must be written in students' own words. Copying from books or other students will not be accepted, in any case.

All students are informed not to write definition of various concepts in index, mention the topics w.r. t. to your project (i.e., how various concepts have been implemented in the project)

*** No detailed theories required**

Final Report

The Guidelines for chapter scheme to be adopted for conducting the project are attached as **Appendix B**. The format of the project report is attached as **Appendix C**. **All students are to adhere to these guidelines.**

FORMAT OF THE PROJECT PROPOSAL/SYNOPSIS

1. Title of the Project:

The title of the project is to be meaningful and must convey the tools/ platform used, e.g.,
“Speech Recognition System in ASP.NET”

While selecting the language/platform for development, students are advised to select one where they have a strength.

2. Problem Definition:

Students are required to give a brief description of the system that is proposed to be computerized (e.g., in case of a Speech Recognition System, your understanding of this system must be explained in brief). In addition, students are required to give the exact outcome of the system. i.e., what/which part of the system is proposed to be computerized in the schedule and available expertise?

3. Objectives & Scope: Explain the objectives and the scope of the project.

4. Methodology:

- (a) Explain the methodology for data collection.
- (b) Explain the technique(s) & tools/platform proposed to be used for systems analysis, design, testing, and development of software.

5. Nature of Research: If you are writing the dissertation based on a literature survey, give details of the literature to be surveyed. Explain whether the nature of the research is exploratory or original thought process is being pursued.

NOTE:ONCE THE TITLE,LANGUAGE/PLATFORMAREFIXED THEY CANNOT BE CHANGED.

TEMPLATE FOR CHAPTER SCHEME**C O N T E N T S**

(font size -18)

CHAPTER 1: PROBLEM FORMULATION		Page No.
1.1	Introduction about the Company	1
1.2	Introduction about the Problem	4
1.3	Present State of the Art	6
1.4	Need of Computerization	10
1.5	Proposed Software / Project	13
1.6	Importance of the work	15
CHAPTER 2 : SYSTEM ANALYSIS		
2.1	Feasibility Study	
2.1.1	Technical Feasibility	
2.1.2	Economical Feasibility	
2.1.3	Operational Feasibility	
2.1.4	Other Feasibility Dimensions	
2.2	Analysis Methodology	
2.3	Choice of the Platforms	
2.3.1	S/W used	
	H/W used	
CHAPTER 3: SYSTEM DESIGN		
3.1	Design Methodology	
3.2	Database Design	
3.2.1	ERD	
3.2.2	DFD	
3.3	Input Design	
3.4	Output Design	
3.5	Code Design and Development	
CHAPTER 4: TESTING & IMPLEMENTATION		
4.1	Testing Methodology	
4.1.1	Unit Testing	
4.1.2	Module Testing	
4.1.3	Integration Testing	
4.1.4	System Testing	
4.1.5	White Box / Black Box Testing	
4.1.6	Acceptance Testing	
4.2	Test Data & Test Cases	
4.3	Test Reports and Debugging	
4.4	Implementation Manual	
4.5	Implementation	
4.6	Users' Training	
4.7	Post Implementation Maintenance	
CHAPTER 5: CONCLUSION & REFERENCES		
5.1	Conclusion	
5.2	System Specifications	
5.2.1	H/W Requirement	8
5.2.2	S/W Requirement	
5.3	Limitations of the System	
5.4	Future Scope for Modification	

5.5	References/Bibliography (as per format)
CHAPTER 6 : ANNEXURES (Screen Snapshots must be annexed)	
A-1	Menu Flow Diagram
A-2	Structure Chart
A-6	Decision Table/Tree
A-7	Data Dictionary
A-8	Test Reports
A-9	Sample Inputs
A-10	Sample Outputs
A-11	Coding (<i>Optional</i>)

- # Please note that for all the System Design (Database, Input & Output) the basic Prototype, format, Table Structure, etc. is to be discussed along with related validations, verifications & normalization. However, the sample Input & Output (Screen Snapshots) will be attached in the annexure.
- ## Under Testing, you have to discuss the approach of Testing, Test Data, Test Cases and Test Report. How Debugging has been performed, on the basis of Test Report, must be also discussed?

Template for blank page before every chapter

Other Templates

LIST OF FIGURES

Figure No.	Description	Page No.
1.1	Organizational Chart	
2.1	Data Entry Screen for Purchase	
3.2		
4.1		

LIST OF TABLES

Table No.	Description	Page No.
3.1	Employee's Personnel Information	
3.2	Purchase Information	
3.3	Stock Information	
3.4	Master Table	

LIST OF ABBREVIATIONS

Abbreviation	Description
CAD	Context Analysis Diagram
DFD	Data Flow Diagram
HIPO	Hierarchical Input Process Output

References/Bibliography:

1. Patterson D W, “Introduction to Artificial Intelligence and Expert Systems”, Second Edition, 2002, Prentice Hall of India Private Ltd., New Delhi.
2. V. Rajaraman, “An Introduction to Digital Computer Design”, Third Edition, 1995, Prentice Hall of India Private Ltd., New Delhi.

Note: All of the above three, will be prepared on separate pages.

FORMAT OF THE PROJECT REPORT

Format

1. The format for compilation of the final report is given below:

- (a) One Transparency Sheet
- (b) Title Page
- (c) Institute's Certificate
- (d) Company's Certificate
- (e) Candidate Declaration
- (f) Acknowledgements
- (g) Abstract
- (h) Table of Contents
- (i) List of Figures
- (j) List of Tables
- (k) List of Abbreviations
- (j) Body of the Project Report
- (k) References/Bibliography
- (m) Appendices

Title Page

2. The format of the title page is attached as **Annexure-I**.

Certificate

3. The format of the certificate is attached as **Annexure-II**. A certificate by the student, guide, and duly authenticated by the Director/HOD is to be attached.

Acknowledgement

4. In the "Acknowledgement" page, the writer recognizes his indebtedness for guidance and assistance from the guide and other members of the faculty. Courtesy demands that he/she also recognizes specific contributions by other persons or institutions, such as libraries and research foundations. Acknowledgements should be expressed simply, tastefully, and tactfully, **duly signed above the name**.

Synopsis/Executive Summary

5. A synopsis is a brief or condensed summary of the project for higher-level management positions. It should be about 3-4 pages in length. It should comprise problem *definition*, a *brief description of the system*, *objectives & scope of the project*, *methodology and tools used*, *volume of work carried out*, *limitations*, and *directions for future development*, if any.

Contents

6. The format of 'Table of Contents' and list of Tables /Figures/ Symbols is attached **Annexure-III**.

Body of the Project Report: Guidelines for Project Report Writing

7. The guidelines for the Body of the Project Report (methodology) are detailed in **Appendix-B**. The following aspects must be adhered to:

(a) **Page Size:** Good quality white A4 size executive bond papers should be used for typing and duplication.

(b) **Chapter/Para Numbering:** The chapters are to be numbered as Chapter-1, Chapter-2, etc. The heading/title of the chapter is to appear below the chapter number in uppercase. Paragraphs are to be numbered as 1,2,3 etc in every chapter separately. Sub paras are to be numbered as 1.1,1.2,1.3---,2.1,2.2,2.3 etc. Sub-sub paragraphs are to be numbered as 1.11,1.12,1.13,2.11,2.12,2.13 etc.

(c) **Page Specifications:**

- (i) Left Margin: 1 inch
- (ii) Right Margin: 1 inch
- (iii) Top Margin: 1 inch
- (iv) Bottom Margin: 1 inch
- (v) Gutter: 0.50 inch

(d) **Page Numbers:** All text pages starting from the Body of the Project Report, as well as program source code listings, should be numbered at the **bottom center** of the pages.

(e) **Normal Body Text:**

- (i) **Font Size:** 12, Times New Roman, Double Spacing, Single Side Writing.
- (ii) **Paragraphs Heading Font Size:** 12, Times New Roman, Underlined
- (iii) **Page/Title Font Size:** 14

(f) **Table and Figure Number:** Table and figure numbers are to be written at the bottom of the table/ figure as given below:

- (i) **Table No. 1: File Design for Employee Record**
- (ii) **Figure No-1: Data Flow Diagram**
- (a) **Binding & Color Code of the Report:**
 - (i) Hard Bound Report
 - (ii) Background of the cover page—**MEHROON**
 - (iii) Letters in **GOLDEN**

References/Bibliography

8. Examples are given below:

1. D.L.Carney,J.I. Cochran,“The 5ESS Switching System: Architectural Overview,” *AT&T Technical Journal*, vol. **64**,no.6, July-August 1985, pp. 1339-1356.
2. A.Stevens, *C++ Database Development*, MIS Press, New York,1992,p.34.
3. J.Martin, *Computer Database Organization*, Prentice-Hall, Englewood Cliffs, NJ, 1977, p. 53.

4. Landsberger, J.(n.d.).Citing Websites. In *StudyGuides and Strategies*. Retrieved May 13, 2005, from <http://www.studygs.net/citation.htm>.

APPENDICES

1. The appendices are to be attached at the end of the report and to be numbered as Appendix-A, Appendix-B etc right justified at the top of the page. Below the word "Appendix, write in parentheses "Refer Para No". The para number is to be the number in the body of text where the reference of appendix is given. An appendix may have annexure(s). If there are annexures, these are to be attached immediately after the said appendix. The annexures are to be numbered as Annexure-I, Annexure-II, etc.

Title of The Project Report

(Font size= 18)

*Submitted in partial fulfillment of the requirements
for the award of the degree of*

Bachelor of Computer Applications (BCA)

to

Guru Gobind Singh Indraprastha University, Delhi



Supervisor:
(Guide Name)
Designation

Submitted by:
(Student Name)
Roll No.:



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INSTITUTIONAL AREA, MADHUBAN CHOWK, ROHINI, DELHI-110085

Batch (20xx-20xx)

BCA 311

Certificate

I, Mr/Ms. _____, RollNo. _____

Certify that the Project Report (MCA-269) entitled “_____” is done by me and it is an authentic work carried out by me at _____ (Name of the organization or of the Institute). The matter embodied in this project work has not been submitted earlier for the award of any degree or diploma to the best of my knowledge and belief.

Signature of the Student
Date:

Certified that the Project Report (MCA-269) entitled _____”
Done by Mr./Ms. _____, Roll No. _____,
is completed under my guidance.

Signature of the Guide
Date:

Countersigned

Name of the Guide:
Designation:
Address:
Tecnia Institute of
Advanced Studies,
Madhuban Chowk, New
Delhi-110085

Director/HOD

ACKNOWLEDGEMENT

In the “Acknowledgements” page, the writer recognizes his indebtedness to the guidance and assistance of the thesis adviser and other members of the faculty. Courtesy demands that he also recognise specific contributions by other persons or institutions, such as libraries and research foundations. Acknowledgements should be expressed simply, tastefully, and tactfully, **duly signed above the name.**

(Signature)
Student Name:
Student Roll No: