

ATTENTION STUDY CENTRES

Guidelines for MBA /MCA/MSc Project works - For Study Centres

**01. Preamble**

The students of MSC of SET VIII are now in the final semester and will be doing their project work this semester. ***This is one of the important components of programme and in this context we have brought out some guidelines regarding project work to ensure that the project by the student is authentic and is of high quality.*** One of the important stipulation regarding project for MSC is that the candidate is to undertake a project in the area of computer science. The projects will be reviewed, monitored and tracked by the **Central Steering Committee** (at the Centre for Distance Education, Anna University, Chennai), **Project Monitoring Committee** ( at Study Centre) and the **Project Guide**.

Project work should be carried out in the appropriate area like Computer Science/Applications for MCA and M.Sc programmes. The project work for MCA, MSc may be carried out by identifying research/ application problem in any one of the business/ manufacturing/ service organizations or in the respective department of the study centre that suits the chosen area of the specialization.

**1.1 Central Steering Committee**

In order to directly monitor and track projects we have a **Central Steering Committee at the Centre for Distance Education, Anna University Chennai. The functions of this committee include:**

- ❖ To coordinate and track all project related activities.
- ❖ To approve the supervisor after ensuring that the supervisor has the requisite qualifications and experience.
- ❖ Going through the project proposal and checking the qualifications of the proposed project guide.
- ❖ It is responsible for approving the project and conveying the same to the student and the study centre through the web.
- ❖ During the approval process the Committee will give suggestions for improvement.
- ❖ Going through the evaluation reports sent by the Study Centre after each review meeting and give suggestions if necessary.
- ❖ To receive consolidated evaluation reports from **the project monitoring committee of the Study Centres after each project review meeting and to**

**coordinate with project in-charge, project monitoring committee and guides through E-mail.**

- ❖ Approving the final list of students allowed to submit Projects at the end of the semester.
- ❖ To suggest appropriate experts for the Viva-Voce panel to be sent to the Controller of Examinations office of Anna University Chennai for approval of the Viva-Voce Examiners

## **1.0 Functions of Study Centre**

**The coordinators of the study centre are required to identify a senior faculty from the respective departments who will function as project in-charge.** There will be a project in-charge for every hundred students and part there of. The project in-charge will head a **Project Monitoring committee** which consist of two teaching faculty/experts from industry.

### **1.2 Project Monitoring Committee**

In addition, there will be a **Project Monitoring Committee at the Study Centre** headed by a project in-charge and consisting of two other senior faculty members.

#### **1.2.1 Functions**

The functions of the committee include:

- ❖ Providing appropriate counseling, advice and suggestions to all students undertaking project work regarding project area and choice of guide and in general help the project-in-charge in project related activities
- ❖ Ensuring that the project proposal and the Guide are approved by the Central steering committee of Centre for Distance Education, Anna University Chennai and no project is undertaken without prior approval.
- ❖ Conducting atleast two reviews and evaluating the progress of the projects
- ❖ Ensuring that the student has incorporated all suggested improvements and suggestions and forwarding the marks to the Central steering committee for projects of Centre for Distance Education, Anna University Chennai.
- ❖ Checking the content and format of thesis report is as per norms To ensure uniform quality and objective evaluation across projects.
- ❖ Ensuring that each registered student belonging to the study centre and who has paid the fees for the project semester has undertaken a project under an approved supervisor in the appropriate area / specialization.
- ❖ Ensuring that the project proposal and the supervisor are approved by the Central steering committee for projects of Centre for Distance Education, Anna University Chennai and no project is undertaken without prior approval.
- ❖ Maintaining a database regarding complete project related activities and also to establish a data bank with probable project topics.

## **1.PROJECT GUIDANCE:**

The role of the project guide is most significant in getting a quality project done. The Centre for Distance Education, Anna University Chennai requests their valuable expertise in counseling, advising, monitoring, tracking and evaluating the projects. We request your full cooperation in our endeavor of ensuring quality projects.

In addition, in order to ensure quality, the qualification and experience of the guides have been made stringent. The project should be carried out under the direct supervision of a qualified guide / as per the qualification prescribed below .

### **1.1 Qualifications of Guide**

- As regards to MCA/ MSc programme the guide must have appropriate Masters Degree with specialization in the appropriate area .
- The guide should have five years of teaching experience at BE/ME/MCA/ MSc level with expertise in relevant area or five years of industrial experience as middle level executive.
- At a time a guide can supervise a maximum of ten students.

### **1.2 Functions**

- As regards to MCA/MSc projects, the guide is expected to offer suggestions to fine tune the problem identified for the project study. In the case of MCA/MSc the project should be according to a clearly specified design and implemented, also use of CASE tools is encouraged. The problem identified should be sufficient enough for a study at MCA/MSc level.
- The guide has to monitor and review the project work periodically with minimum two reviews during the course of the project.
- The guide has to send project review marks of students to the project monitoring committee of the study Centre, which in turn shall forward the same to the Central Steering Committee of the Center for Distance Education, Anna University, Chennai.
- The guide has to offer the suggestions for framework of analysis, and structuring the project report.
- The guide has to go through the draft project report and offer suggestions wherever necessary and to confirm that the project report is submitted as per the prescribed format (for sample format refer [www.annauniv.edu/cde](http://www.annauniv.edu/cde))
- The guide has to confirm that the project report submitted is as per the format provided by Anna University Chennai.

**The schedule of activities with regard to project is given below:**

<b>SCHEDULE OF PROJECT RELATED ACTIVITIES – Annexure 3</b>		
<b>Applicable only to Candidates of SET – 8 M.Sc</b>		
<b>S. No.</b>	<b>Time Frame</b>	<b>Activities</b>
1	January 28, 2012	Release of Project Guidelines and opening of guide selection link on the Web – (by CDE)
2	February 1, 2012	Opening of Online registration of project proposals (By CDE) Students may start registering their project proposals online after selecting the guide.
3	April 4, 2012	Last date for Submission of Annexure I in the given format (hard copies) to the Coordinators of the study centers. – (by Student)  Online registrations of project proposals close.
4	April 20, 2012	Updating the project proposal status on the web – (by CDE)
5	May 19 - 27, 2012	First Review to be conducted by the Study Centers
6	June 6, 2012	Last date for submission of First Review marks (by email) to CDE, Anna University, Chennai – (by Study Centre)
7	July 14-22, 2012	Second Review to be conducted by the Study Centers
8	July 27, 2012	Last date for submission of Second Review marks (by email) to CDE, Anna University, Chennai  Last date for sending the attendance for the theory courses and Project Work to CDE – (by Study Centre)  Last date for submission of Viva Voce Panel to Controller of Examinations, Anna University Chennai – (by Study Centre)
9	August 8, 2012	Last date for submission of Project Report (Two Copies) to Study Centres – (by Student)  Last date to submit the internal marks to the COE office, with a copy sent to CDE. – By the study centers.
10	September 1 - 9, 2012	Final Project Viva Voce Examination (Tentative)
11	September 12, 2012	Last date for sending of Viva Voce Marks to Controller of Examinations,

		Anna University, Chennai
<b>TENTATIVE SCHEDULE OF PROJECT RELATED ACTIVITIES – Annexure 3a</b>		
<b>Applicable to Candidates who have to RESUBMIT THEIR PROJECT / REAPPEAR for Viva-Voce</b>		
S. No.	Time Frame	Activities
1	January 28, 2012	Release of Project Guidelines and opening of guide selection link on the Web – (by CDE)
2	February 1, 2012	Opening of Online registration of project proposals (By CDE) Students may start registering their project proposals online after selecting the guide.
3	May 10, 2012	Last date for Submission of Annexure I in the given format (hard copies) to the Coordinators of the study centers. – (by Student)  Online registrations of project proposals close.
4	May 15, 2012	Updating the project proposal status on the web – (by CDE)
5	May 28 – June 5, 2012	First Review to be conducted by the Study Centers
6	June 10, 2012	Last date for submission of First Review marks (by email) to CDE, Anna University, Chennai – (by Study Centre)
7	July 14-22, 2012	Second Review to be conducted by the Study Centers
8	July 27, 2012	1) Last date for submission of Second Review marks (by email) to CDE, Anna University, Chennai – (by Study Centre)  2) Last date for submission of Viva Voce Panel to Controller of Examinations, Anna University Chennai – (by Study Centre)
9	August 8, 2012	Last date to submit the internal marks to the COE office, with a copy sent to CDE. – By the study centers.
10	August 25, 2012	Last date for submission of Project Report (Two Copies) to the Study Centres – (by Student)
11	September - 9, 2012	Final Project Viva Voce Examination (Tentative)

12	September 12, 2012	Last date for sending of Viva Voce Marks to Controller of Examinations, Anna University, Chennai
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**Dates specified will be strictly adhered to.**

Extract from **Note to the project guides** including extract from **Project Guidelines to students** is attached at the end.

**Steps to be followed by the Study Centre for the Project Semester – MSC**

**Please note that we are operating through the web for all project related activities as far as possible.**

1. **Formation of Project Monitoring Committee and selection of Project-in-Charge** for every 100 students and part thereof.
2. **The study centre can go to the web and fill in details of step 1** as instructed. A separate page will open for you for every 100 students and part thereof who have paid fees. The list of students will also be available.
3. The probable guides can go to the web and fill in the form provided (Annexure II - Format for Project Guide). **Please encourage experts at your Institute or other qualified guides to apply through the web.** The list of approved guides (after approval by the Central Steering Committee at the Centre for Distance Education, Anna University Chennai) will be provided to the students for information. Separate Note has been provided to the Project Guides.
4. **Identification of Topic & Guide and counseling at Study Centre to work out details**

As per the schedule, the students are required to choose the Topic and the guide and submit the same in triplicate to project-in-charge at the Study Centre in the prescribed formats (Annexures I - available in the web or obtained from study centre) **and to compulsorily fill and submit Annexure I through the web on or before April 4, 2012.** In addition **an extra advance copy should be sent directly to the Convener, MSC, Central Steering Committee, Centre for Distance Education, Anna University Chennai (in an envelope marked Project – proposal ). In case either Project Guide (Annexure II) or Project Proposal (Annexure I) only is ready please see that the students send what is ready.**

**As the problem identification is very important, the staff are requested to be available for advice and counseling in the month of May.**

5. The student is not allowed to proceed with the project topic or with project guide until approval has been obtained from the Central Steering Committee, Centre for Distance Education, Anna University Chennai. **Please ensure that that all registered students belonging to your study centre and who have paid the fees for the project semester have undertaken a project under an approved guide in the appropriate area / specialization Confirmation of approval along with suggestions on web ( by CDE) – Latest by April 20, 2012.** (the approval will be given as and when we get the proposals)
6. The next stage is the conduct of First Review by the Project Monitoring Committee. Please refer to Project Guidelines to students regarding the requirements of First Review. The Format for Evaluation for First Review is given in Annexure IV. Please ensure that the review is conducted for all students within the stipulated dates **(May 19 - 27, 2012).**
7. The First Review marks are to be posted on the web.  
  
E-mailing & sending Hard copy of Evaluation form to Centre of Distance Education, Anna University Chennai ( Annexure IV) – due date – **(June 6, 2012)**
8. The next stage is the conduct of Second Review by the Project Monitoring Committee. Please refer to Project Guidelines to students regarding the requirements of Second Review. The Format for Evaluation for Second Review is given in Annexure V. Please ensure that the review is conducted for all students within the stipulated dates **(July 14-22, 2012)**
9. The Second Review marks are to be posted on the web  
  
E-mailing & sending Hard copy of Evaluation form to Centre of Distance Education, Anna University Chennai( Annexure V) – due date – **(August 1, 2012).**
10. The Internal Marks for the project are to be sent to Controller of Examinations, Anna University, Chennai with a copy marked to the Centre for Distance Education, Chennai on or before **(August 8, 2012).**
11. Please note that it is compulsory for the student to undertake Two reviews.
12. The Final Viva-Voce Panel will be intimated to you.
13. The Thesis Reports are to be collected from all students before the due date - **Submission of thesis (4 copies) to Study Centres – (August 8, 2012).**
14. The thesis reports are then to be sent to the examiners of the Viva-Voce Panel.
15. The Viva-Voce is to be conducted by you within the stipulated dates **(September 1 - 9, 2012)** and the marks sent to the Controller of Examinations, Anna University, Chennai immediately.

## **Financial commitments of the Study Centre for Project Semester**

1. Rs.2,500/- per candidate (lumpsum) allotted to the Study Centre  
or  
Rs.50,000/- (lumpsum) whichever is higher.
2. The study Centre will also be paid an additional sum of Rs.2,000/- per student which is to be paid to the project Guide for guiding each student. Please note that a guide can guide only upto a maximum of 10 students.

The above lump sum amount covers the charges for the following activities at the “Study Centre” towards the conduct of contact classes and for project related activities.

1. Honorarium to Principal/  
Head of the Institution  
(In case he is not acting as  
Coordinator) :
  - i. Rs.5,000/- per semester (upto 3 batches-  
all programmes inclusive)
  - ii. Rs.10,000/- per semester (in case of  
more than 3 batches – all programmes  
Inclusive)
2. Honorarium to Coordinator : Rs.2,500/- per batch (all programmes  
inclusive) per semester, subject to  
maximum of Rs.25,000/- per semester
3. Honorarium to project in-charge:  
(Coordinator of the Set will be  
One of the Project-in-charges) : For every 100 students and part thereof  
A sum of Rs.5,000/- or Rs.100/- per  
Student whichever is minimum)
4. Honorarium to other members of  
Project Monitoring Committee : For every 100 students and part thereof  
A sum of Rs.2,000/- or Rs.50/- per  
Student whichever is minimum.)
5. **A. For MBA only**
  1. Honorarium to Counsellor : Rs.2,000/- per batch per semester (subject  
to maximum of Rs.8,000/-) One Counsellor for  
every four batches and part thereof should be  
appointed for each programme.
  2. Honorarium to staff for  
conduct of Theory classes  
(3 courses only) : **Theory classes** : Rs.500/- per hour (A  
minimum of 12 hours per course per  
semester).
  3. Internal Assessment : Rs.10/- per paper of test / assignment



#### 4. B. For MCA / MSc only

Lab Charges : Rs.18,000/- (to keep lab open on 6 Saturdays and Sunday for project work)

5. Administrative expenses : Actual

#### **NOTE:**

**Batch** : Batch refers to a class of 60 students and part thereof  
**Course** : Course refers to subject offered like Management concepts, Legal aspects of business, Computer Organization, Data Structures etc.

**Administrative expenses :** Administrative expenses refers to expenditure towards hall arrangements, seating arrangement, Electricity, water, salary to Professional Assistants, Refreshments, establishment of an office for the Distance Education, Phone with 'O' dialing facility, Computer facilities, Printer, secretarial support and any other related expenditure for the smooth conduct of contact classes.

The balance amount after meeting all the above expenses shall be retained by the study centre concerned.

#### **Submission of accounts**

The coordinator should submit an audited statement of account duly signed by both the Co-ordinator and the Principal/Head of the Institution concerned to the Director, Centre for Distance Education at the end of contact classes of every semester.

#### **Mode of disbursement to Study Centre**

The Centre for Distance Education shall release the amount due to the Study centre in three instalments, namely, 40%, 30%, 30% respectively during the first, second and third phases of the conduct of the contact classes during the semester.

The matter is placed before the executive committee for its consideration and approval.

#### **Payment for offer of Extra Electives**

In case the number of batches increases due to offer of extra electives, the Study Centre may be paid an amount of Rs.10,000/- for every extra batch created in addition to number of batches existing in III semester of MBA and MCA and II semester of MSc

# **Note to the Project Guides**

## **MSC Final Semester Projects**

The students of MSC of SET VIII are now in the final semester and will be doing their project work this semester. ***This is one of the important components of MSC programme and in this context we have brought out some guidelines regarding project work to ensure that the project by the student is authentic and is of high quality.*** One of the important stipulations regarding project for MSC is that the candidate is to undertake a project in the area of computer science. The projects will be reviewed, monitored and tracked by the **Central Steering Committee** (at the Centre for Distance Education, Anna University, Chennai), **Project Monitoring Committee** ( at Study Centre) and the **Project Guide**.

### **1. PROJECT GUIDANCE:**

As the project guide your role is most significant in getting a quality project done. The Centre for Distance Education, Anna University Chennai requests your valuable expertise in counseling, advising, monitoring, tracking and evaluating the projects under your guidance. We request your full cooperation in our endeavor of ensuring quality projects.

In addition, in order to ensure quality, the qualification and experience of the guides have been made stringent. The project should be carried out under the direct supervision of a qualified guide / as per the qualification prescribed below.

#### **1.1 Qualifications of Guide**

- As regards to MSC programme the guide must have appropriate Masters Degree with specialization in the appropriate area.
- The guide should have five years of teaching experience at BE/ME/MCA/ MSc level with expertise in relevant area or five years of industrial experience as middle level executive.
- At a time a guide can supervise a maximum of ten students.

#### **1.2 Functions**

- As regards to MSC projects, the guide is expected to offer suggestions to fine tune the problem identified for the project study. In the case of MCA/MSc the project should be according to a clearly specified design and implemented, also use of CASE tools is encouraged. The problem identified should be sufficient enough for a study at MCA/MSc level.
- The guide has to monitor and review the project work periodically with minimum two reviews during the course of the project.
- The guide has to send project review marks of students to the project monitoring committee of the study Centre, which in turn shall forward the same to the

Central Steering Committee of the Center for Distance Education, Anna University, Chennai.

- The guide has to offer the suggestions for framework of analysis, and structuring the project report.
- The guide has to go through the draft project report and offer suggestions wherever necessary and to confirm that the project report is submitted as per the prescribed format (for sample format refer [www.annauniv.edu/cde](http://www.annauniv.edu/cde))
- The guide has to confirm that the project report submitted is as per the format provided by Anna University Chennai.

### **1.3 Financial Terms**

In appreciation of the project guide carrying out the above function **a sum of Rs. 2000/- per student will be paid to the Guide.** (Please note that at a time a guide is allowed to supervise a maximum of 10 Students)

### **Project Guideship Approval from Centre for Distance Education, Anna University Chennai**

#### **1.4 Qualified persons desirous of guiding projects**

- ❖ Directly apply to the Centre for Distance Education, Anna University Chennai, in the prescribed format available on the web
- ❖ Can fill in the prescribed format when approached by a prospective project student who is expected to forward the same to the Centre for Distance Education, Anna University Chennai
- ❖ Please note that you will become an eligible guide only on approval by the Centre for Distance Education, Anna University Chennai Central Steering Committee

## **2.0 Central Steering Committee and Project Monitoring Committee**

### **2.1 Central Steering Committee**

In order to directly monitor and track projects we have a **Central Steering Committee at the Centre for Distance Education, Anna University Chennai. The functions of this committee include:**

- ❖ Going through the project proposal and ensuring that it is of the chosen specialization and checking the qualifications of the proposed project guide.
- ❖ It is responsible for approving the project and conveying the same to the student through the web.
- ❖ During the approval process the Committee will give suggestions for improvement if needed.
- ❖ Going through the evaluation reports sent by the Study Centre after each review meeting and giving suggestions if necessary.
- ❖ Approving the final list of students allowed to submit Projects at the end of the semester.

- ❖ Preparing the panel of Experts for the Viva Voce Examination and forwarding the same to the controller of Examinations, Anna University, Chennai

## **2.2 Project Monitoring Committee**

In addition, there will be a **Project Monitoring Committee at the Study Centre** headed by a project in-charge and consisting of two other senior faculty members. The functions of the committee include:

- ❖ Providing appropriate counseling, advice and suggestions to all students undertaking project work regarding project area and choice of guide and in general helping the project-in-charge in project related activities
- ❖ Ensuring that the project proposal and the Guide are approved by the Central steering committee of Centre for Distance Education, Anna University Chennai and no project is undertaken without prior approval.
- ❖ Conducting atleast two reviews and evaluating the progress of the projects
- ❖ Ensuring that the student has incorporated all suggested improvements and suggestions
- ❖ Checking that the content and format of thesis report is as per norms

**All Correspondence regarding projects should be addressed as given below:**

- ❖ **The Convener, MSC, Central Steering Committee, Centre for Distance Education, Anna University Chennai (in an envelope marked Project – proposal).**
- ❖ **E-mail : [cdemsc@gmail.com](mailto:cdemsc@gmail.com) please mark subject as MSC Project -Request for Guideship etc..)**

**Project Guidelines given to students:**

**Given below is the extract of the Project Guidelines given to students. Please go through the same to understand the expectations and requirements of a typical MSC project to be undertaken.**

### **Project Guidelines (Extract)**

## **2. Guidelines for undertaking Project**

- ❖ **One of the important stipulations regarding project for MSC is that the candidate is to undertake a project in the area of computer science/Information Technology/Software Engineering .The project work may be carried out by identifying research/ system oriented application problem/web resources/tools in any one of the business/services computerized organizations/information technology organizations.**

- ❖ Candidates have to prepare the following
  - A brief synopsis of the proposed project in the prescribed format given in Annexure I

**Note: Annexure I available on the web or can be obtained from study centre**
- ❖ The Annexure is to be sent for approval. They are to be submitted in triplicate to project-in-charge at the Study Centre in the prescribed formats (Annexure I - available in the web or obtained from study centre) and **an extra advance copy sent directly to the Convener, MSC, Central Steering Committee, Centre for Distance Education, Anna University Chennai (in an envelope marked Project – proposal )**.
- ❖ **The students are permitted to proceed with topic of the projects only under qualified supervisor after approval by the Central Steering Committee Centre for Distance Education, Anna University Chennai. The status of the approval of the project should be checked on the web.**
- ❖ The student is expected to execute original work. If at any point of time it is noticed that the work is not original, the project will be summarily rejected.

## 2.1 Major Types of Project (Domain Area)

The project undertaken may be of various types Viz:

- ❖ **System software / tools development type**
- ❖ **Application software development type**
- ❖ **Computer networks performance analysis type**
- ❖ **Web source development type(Client-Server)**
- ❖ **Middle ware technology development type**
- ❖ **Mobile computing /data base Applications**
- ❖ **Multimedia development type**
- ❖ **Data mining**
- ❖ **Network security**
- ❖ **E-Governance, E-Learning applications**
- ❖ **Image Processing, Soft Computing.**

## 2.2 Role of Project Guide

- ❖ The Student is required to meet and discuss with the guide periodically on mutually agreed upon dates.
- ❖ The Student is also advised to maintain e-mail contact with the guide
- ❖ Any Conflict of interest during the course of the project can be immediately brought directly to the notice of the Central Steering Committee, Centre for Distance Education, Anna University Chennai.

## 3. Steps to be followed in undertaking Project

### 3.1 Problem identification

- ❖ A project guide is to be identified by the student. The project guide should have qualifications as prescribed by the Centre for Distance Education, AU, Chennai (given in Section 1.3.1).
- ❖ By referring to relevant literature through conference papers, journals etc or discussing with industry experts – a problem may be formulated in the chosen area of Specialization and the same can be fine tuned by drawing input from the Project Guide.
- ❖ The topic and project guide should be submitted through web compulsorily.
- ❖ The topic and the guide proposed, are to be submitted in triplicate to project-in-charge at the Study Centre in the prescribed formats (Annexure I - available in the web or obtained from study centre) and **an extra advance copy sent directly to the Convener, Central Steering Committee, Centre for Distance Education, Anna University Chennai (in an envelope marked Project – proposal )**.
- ❖ You are requested to look into the website for confirmation of project proposal.
- ❖ Do not proceed with the project topic or with project guide until approval has been obtained from the Central Steering Committee, Centre for Distance Education, Anna University Chennai

### 3.2 Progress for First Review

- ❖ You may now proceed to undertake the project in consultation with the project guide.
- ❖ Any suggestions made by the Central Steering Committee in the project proposal should be incorporated while preparing for First Review (tentative schedule given in Annexure III).
- ❖ For the First Review, the student is required to submit the following details at the time of First Review:
  - ❖ Major area : Title of the project proposed
  - ❖ Problem identified and confirmed
  - ❖ Guide confirmed (will be present for review)
  - ❖ Background Study
  - ❖ Objectives and scope of the project
  - ❖ Literature survey
  - ❖ Methodology
    - Assumptions, Constraints and Limitations
    - Proposed Methods
    - Platforms/tools
  - ❖ System requirement specification (SRS) (IEEE format)
  - ❖ Overall architecture (Block diagrams)
- ❖ The evaluation by the project guide and the Project Monitoring Committee is based on the above points. The evaluation form for First Review by the Project Guide and Project Monitoring Committee is given in Annexure IV

### 3.3 Progress for Second Review

- ❖ Any Suggestions/extensions suggested by the Project Monitoring Committee at the First Review should be incorporated and project modified accordingly before the Second Review.
- ❖ For the Second Review, the student is required to present the following details :
  - Work completed so far
    - Over all system set / block diagrams / SRS

- No. of modules – proposed, No. of modules – completed
  - Test plan for each modules/sub system (Given in annexure A)
  - Result and demo
- Further work to be done
- Deviation if any and justification
- Attendance details regarding meeting (in person or by e-mail with guide) – attested by the guide
- Confirmation of tools for Analysis/design
- ❖ A report incorporating all the above details should be submitted at the time of Second Review.
- ❖ A draft copy of Thesis signed by guide
- ❖ The evaluation by the project guide and the Project Monitoring Committee is based on the above points. The evaluation form for Second Review by the Project Guide and Project Monitoring Committee is given in Annexure V.

### 3.4 Preparation of Project Report

- ❖ Each student is expected to **submit four copies of Project Report**
- ❖ The following should be the contents of the report:
  - Title Sheet
  - Bonafide Certificate duly signed by the Project Guide and Project-in-charge
  - Acknowledgement
  - Abstract
  - Table of Contents
  - List of Tables
  - List of Figures
  - List of Abbreviations
  - Chapter 1 - Introduction
    - Overview of the project
    - Literature survey
    - Proposed System
    - Objectives & Scope
    - Organization of the report
  - Chapter 2 – Requirements specification
    - Introduction
    - Overall Description
      - Product Perspective
      - Product Functions
      - User Characteristics
      - Operation Environment
      - Constraints
    - Specific Requirements
      - External Interface Requirements
      - System Features
      - Data Flow Diagrams, Entity Relationship Diagrams or UML Diagrams, Whatever applicable
      - Performance Requirements
      - Software Quality Attributes
  - Chapter 3 – System Design and Test Plan
    - Decomposition Description
    - Dependency Description

- Detailed Design
- Proposed Sampling Methods
- Test plan
- Chapter 4 – Implementation and Results
  - Implementation
  - Results
- Chapter 5 – Conclusion and Future work
  - Summary
  - Future Work
- References
- Appendixes

#### 4. Sample Project (For Details and Reference only)

4.1 Project : Application Project

4.2 Topic : Online Railway reservation.

4.3 Literature Survey

- ❖ Literature related to this area
  - Railway reservation in general
  - Special emphasize on passenger behavior towards facilities  
viz , reservation, cancellation, check availability ., etc.
- ❖ Intensive learning Analysis – Study of Existing methodologies.
- ❖ Interact with related industry and subject experts
- ❖ Fine tune the need, scope and likely deliverables of study

4.4 Abstract – based on Literature Survey

4.5 Introduction

- ❖ Existing System
  - Clearly state the existing system in detail with its drawbacks.
- ❖ Proposed System
  - Create a set of Design principle to overcome the drawbacks.
  - Provide architecture of the project

4.6 System Analysis

- ❖ Development Environment
- ❖ Requirement Specification
- ❖ Software Specification

4.7 System Design

- ❖ Module Descriptions – like
  - Reservation
  - Cancellation
  - Plan the travel
  - Extra features like hotel booking, catering.
- ❖ Architectural Design
- ❖ Input Design
- ❖ Database Design



- Train details
  - Booked history
  - Cancellation procedures
  - Passenger details
- ❖ Output Design
  - Ticket availability
  - Ticket booking
  - Cancel the booked ticket
- 4.8 Implementation
  - ❖ System Description
  - ❖ System Implementation
- 4.9 Code Review and Testing
  - ❖ Code Review
  - ❖ Testing Process
    - Front-end Validation
    - Back-end Validation
- 4.10 Conclusion
  - ❖ Summary of finding suggestions, conclusions for Future Research
  - ❖ Conclusions
    - Efficient working of Online Railway reservation provided with automatic facilities
  - ❖ Summary Report of Findings
  - ❖ Suggestions
    - How to promote online Railway reservation facilities to the rural areas.
  - ❖ Future Directions
    - To study Online Railway reservation usage in Rural versus Urban areas
    - To extend Online Railway reservation usage to access various banking gateways.
- 4.11 Bibliography
  - ❖ List the references related to the project
  - ❖ References can also include websites
- 4.12 Appendix
  - ❖ Questionnaire, any other details.

**All Correspondence regarding projects should be addressed as given below:**

- ❖ **The Convener, MSC, Central Steering Committee, Centre for Distance Education, Anna University Chennai (in an envelope marked Project – proposal ).**
- ❖ **E-mail : [cdemsc@gmail.com](mailto:cdemsc@gmail.com) please mark subject as MSC (AY 2010 - 2011 Project –Proposal, ....)**

## ANNEXURE - I

### FORMAT FOR PROJECT PROPOSAL To be submitted in duplicate

Director's copy

Study centre copy

**(Two copies to be submitted to the Study Centre and project proposal must also be submitted online)**

1. Name of the programme : Msc.
2. Name of the Student :
3. Roll Number :
4. Examination Registration Number :
5. Name and address of study centre :
6. Name of Proposed Guide :
7. Title of the Project :
8. Problem Identified : Add a separate sheet about the description of the proposed project work in 15 lines
9. Implementation Methodology :
  1. Software / Language to be used :
  2. Database :
  3. Tools ( If any) :
  4. Platform :
  5. Any other :  
(add a separate sheet)
10. Time Schedule :  
(add a separate sheet)

**Date:**

**SIGNATURE OF STUDENT**

#### **ACCEPTANCE OF THE GUIDANCE**

I, Dr./Mr./Ms. ....(Name in Capital Letters).....(Designation) hereby convey my willingness to guide Mr./Ms. ....(Name of the student) in the topic .....(Title of the project) during the period March 2012 to August 2012. I also agree to adhere to the deadline specified by the CDE for the completion of the project. I further agree to submit/produce details of assessment/mark etc to the study centre in time. I also enclose my profile.

Date:

Name in Capital Letters:

Address:

Office Seal:

Signature:

**ANNEXURE II**

**PROFILE OF GUIDE**

**NAME OF GUIDE:**

**DATE OF BIRTH:**

**CONTACT NUMBERS - MOBILE :**

**OFFICE :**

**RESIDENCE:**

**EMAIL ID:**

**PRESENT DESIGNATION:**

**OFFICE ADDRESS:**

**RESIDENTIAL ADDRESS:**

**EDUCATIONAL QUALIFICATIONS** (start with highest qualification):  
(Please attach photocopies of degree certificates)

Please affix recent  
passport sized colour  
photograph - duly attested  
by the coordinator of the  
study center with study  
center seal.

<b>Name of Degree</b>	<b>Specialisation</b>	<b>Year of passing</b>	<b>Institution / University</b>

**WORK EXPERIENCE** (start with latest employment):  
(Please attach photocopies of experience certificates)

<b>Designation</b>	<b>From</b>	<b>To</b>	<b>Name of Organisation</b>

I hereby state that the information provided by me is true. Kindly include me in the list of approved guides under CDE, Anna University, Chennai 25.

**(SIGNATURE with date)**

\_\_\_\_\_  
Certified that the Dr/Mr/Ms \_\_\_\_\_ affixed his/her signature in my presence and the photograph matches with the physical appearance of the applicant.

**(Signature and Name of Coordinator of Study Center with Seal)**

**Date:**

<b>SCHEDULE OF PROJECT RELATED ACTIVITIES – Annexure 3</b>		
<b>Applicable only to Candidates of SET – 8 M.Sc</b>		
<b>S. No.</b>	<b>Time Frame</b>	<b>Activities</b>
1	January 28, 2012	Release of Project Guidelines and opening of guide selection link on the Web – (by CDE)
2	February 1, 2012	Opening of Online registration of project proposals (By CDE) Students may start registering their project proposals online after selecting the guide.
3	April 4, 2012	Last date for Submission of Annexure I in the given format (hard copies) to the Coordinators of the study centers. – (by Student)  Online registrations of project proposals close.
4	April 20, 2012	Updating the project proposal status on the web – (by CDE)
5	May 19 - 27, 2012	First Review to be conducted by the Study Centers
6	June 6, 2012	Last date for submission of First Review marks (by email) to CDE, Anna University, Chennai – (by Study Centre)
7	July 14-22, 2012	Second Review to be conducted by the Study Centers
8	July 27, 2012	Last date for submission of Second Review marks (by email) to CDE, Anna University, Chennai  Last date for sending the attendance for the theory courses and Project Work to CDE – (by Study Centre)  Last date for submission of Viva Voce Panel to Controller of Examinations, Anna University Chennai – (by Study Centre)
9	August 8, 2012	Last date for submission of Project Report (Two Copies) to Study Centres – (by Student)  Last date to submit the internal marks to the COE office, with a copy sent to CDE. – By the study centers.
10	September 1 - 9, 2012	Final Project Viva Voce Examination (Tentative)
11	September 12, 2012	Last date for sending of Viva Voce Marks to Controller of Examinations,

		Anna University, Chennai
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<b>TENTATIVE SCHEDULE OF PROJECT RELATED ACTIVITIES – Annexure 3a</b>		
<b>Applicable to Candidates who have to RESUBMIT THEIR PROJECT / REAPPEAR for Viva-Voce</b>		
<b>S. No.</b>	<b>Time Frame</b>	<b>Activities</b>
1	January 28, 2012	Release of Project Guidelines and opening of guide selection link on the Web – (by CDE)
2	February 1, 2012	Opening of Online registration of project proposals (By CDE) Students may start registering their project proposals online after selecting the guide.
3	May 10, 2012	Last date for Submission of Annexure I in the given format (hard copies) to the Coordinators of the study centers. – (by Student)  Online registrations of project proposals close.
4	May 15, 2012	Updating the project proposal status on the web – (by CDE)
5	May 28 – June 5, 2012	First Review to be conducted by the Study Centers
6	June 10, 2012	Last date for submission of First Review marks (by email) to CDE, Anna University, Chennai – (by Study Centre)
7	July 14-22, 2012	Second Review to be conducted by the Study Centers
8	July 27, 2012	1) Last date for submission of Second Review marks (by email) to CDE, Anna University, Chennai – (by Study Centre)  2) Last date for submission of Viva Voce Panel to Controller of Examinations, Anna University Chennai – (by Study Centre)
9	August 8, 2012	Last date to submit the internal marks to the COE office, with a copy sent to CDE. – By the study centers.
10	August 25, 2012	Last date for submission of Project Report (Two Copies) to the Study Centres – (by Student)

11	September - 9, 2012	Final Project Viva Voce Examination (Tentative)
12	September 12, 2012	Last date for sending of Viva Voce Marks to Controller of Examinations, Anna University, Chennai

**Dates specified will be strictly adhered to.  
Annexure A**

**Sample Test Plan**

**1. Introduction** (Describe problem to be solved by the application, including critical success factors. Available documentation such as a requirements specification should be listed.)

**2. High Level Functional Requirements** A Requirements Traceability Matrix can be used to trace user requirements through development and testing. Minimum system requirements for the software applications should also be defined and documented.

**3. Exit Criteria** (Include criteria for when to stop testing. Usually the capability of the system to satisfy all requirements must be verified. In addition, some ad hoc testing is advisable.)

**4. Test Deliverables** (May include test plan, test scripts, test log, system summary report, defect report)

**5. Test Environment** (Describe main components of the test environment including hardware, firmware, software, and operating system. Request assistance from the DBA assigned to the project as required.)

**6. Test Team** (List testing participants and their role)

**7. Test Schedule** (The schedule should include information gathering, test planning, test execution/evaluation. More than one iteration of testing may be required. A project management tool such as Microsoft Project can format the schedule into a Gantt chart. Request assistance of the Project Leader as required)

**8. Defect Recording/Tracking** (A tool such as spreadsheet should be developed for recording defects and tracking status)

**9. Issue Resolution** (Define how testing issues will be tracked and resolved)

**10. Approval** (Define who needs to approve test deliverables. Approval can vary from formal sign off to informal review and comments)

### Annexure IV (10 students per Page) – First Review

S.No	Roll.no	Exam Reg No.	Branch	Topic of Project	Background Study, Need, objectives and scope – suggestions of CSC incorporated (20)	Review of Literature (10)	Proposed Methodology defined (20)	Frequency of meeting with guide and Guide marks (40)	Presentation (10)	Remarks (suggestions) Total (100)
1.										
2.										
.										
.										
10.										



### Annexure V (10 students per Page) – Second Review

<b>.No</b>	<b>Roll.no</b>	<b>Exam Reg No.</b>	<b>Branch</b>	<b>Topic of Project</b>	<b>Work Completed so far (25)</b>	<b>Test Plan (20)</b>	<b>Implementati on (30)</b>	<b>Frequency of meeting with guide, draft report copy submission, guide marks (20)</b>	<b>Presentation (10)</b>	<b>Remarks Total (100)</b>
<b>1.</b>										
<b>2.</b>										
<b>.</b>										
<b>.</b>										
<b>10.</b>										