Tribhuvan University
Faculty of Management

Office of the Dean
IT 352: Project
(BIM 6th SEMESTER)
Project Guidelines

Course Description:

The Project represents the culmination of study within the Bachelor of Information Management. The project course provides students the opportunity to apply both theoretical and practical aspects learned to develop a real-world software application. The focus will be given in enabling students with the skills pertaining to the planning, analysis, design, and implementation of a real-world application. The project can be done in groups with at most **TWO** members in each group. The emphasis is necessarily on facilitating student learning in technical and project management spheres. Students have freedom to choose any organization for their project development and develop a project based on real-world requirements. Alternatively, they can develop and implement their own idea and create a project based on their own innovation and interests.

Course Objective:

Up on successful completion of this course, students will be able to:

1. Develop real-world software application
2. Learn to develop high-quality project report
3. Develop technical knowledge in software development
4. Learn to manage time and resources
5. Learn effective team skills

Phases:

The overall project work is divided into three phases, proposal defense, pre-defense, and final defense.

1. **Proposal Defence**

Each student must prepare a document in the prescribed proposal format proposing a specific plan for her or his project work. This document is expected to make a convincing case that the proposed project work is likely to make an original contribution. Students must present their project proposal in the college. Once accepted, students can start their project work under the supervision of a supervisor assigned from the college.

2. **Project Pre Defence**

Each student must prepare draft of the project report and present this report in the college before final defence. Once approved, students will be allowed to participate in the final defence.

3. **Project Final Defence**

During final defense, each student must prepare a final report in the prescribed format and present this final report. Students are expected to explain the project work justifying the methods employed and the conclusions reached. External examiner (s) will be appointed from the Dean Office for the final defense.

Proposal Contents:

- Title Page
- Introduction
    - Introduction
    - Problem Statement
    - Objective
    - Development Methodology
- Methodology
    - Requirement Identification and Feasibility Study
    - Related Work / Literature Review
    - Analysis and Design Tools
    - Implementation tools (Front End, Back End)
- Expected Outcome
- Project Schedule
- References

Report Contents:

- Title Page
- Student's Declaration
- Supervisor's Recommendation
- Approval Sheet
- Acknowledgements
- Abstract
- Table of Contents
- List of Figures
- List of Tables
- List of Abbreviations
- Introduction (Chapter I)
    - Background of the Project
    - Problem Statement
    - Objectives
    - Review of Related Work and Literature
    - Development Methodology
    - Scope and Limitations
    - Report Organization
- System Development Process (Chapter II)
    - Analysis (Requirement Analysis, Feasibility Study, Structured / Object-Oriented Modelling)
    - Design (User Interface Design, Database Design / Object-oriented Design Models)
    - Implementation (Tools and Technologies Used, Module Description, Testing)
- Conclusion and Recommendation (Chapter III)
    - Summary
    - Conclusion
    - Recommendation
- References
- Appendices

Evaluation:

The overall project work will be evaluated by head / program coordinator, supervisor, internal examiner, and external examiner (s). Marks allocation for the overall evaluation is as follows:

- The supervisor will be allocated 50% of the total marks. The supervisor will evaluate 20% marks during pre-defense and remaining 30% marks during final defense.
- The internal examiner will be assigned 10% of the total marks. The internal examiner will evaluate 5% marks during pre-defense and remaining 5% marks during final defense.
- The head / program coordinator will be allocated 10% of the total marks. The head / program coordinator will evaluate 5% marks during pre-defense and remaining 5% marks during final defense.
- The external examiner (s) will be assigned 30% of the total marks. External examiner (s) will evaluate this 30% of the total marks.

Report Format:

1. **Page Numbers**

    The pages from student's declaration to the page before Chapter 1 should be numbered in roman starting from ii. The pages starting from Chapter 1 onwards should be numbered in numeric starting from 1. These page numbers should be inserted at the bottom of the page and aligned centre. Each chapter should begin on a new page.

2. **Paper Size and Margin**

    The paper size should be A4 and the margins must be set as 1 inch for top, bottom, and right and 1.5 inch for left.

3. **Paragraph**

    All paragraphs must be indented and justified (both left-justified and right-justified). All the paragraphs must be written using Times New Roman font with font size 12 and 1.15 line spacing.

4. **Headings**

No more than 3 levels of headings should be used. Font size for the heading should be 16 for chapter heading, 14 for section headings and 12 for subsection headings. All the headings should be written using Times New Roman font with bold faced. Chapter headings should be centre aligned and section and sub-section heading should be left aligned.

5. **Figures and Tables**

Figure captions should be centred below the figures and table captions should be centred above the tables. All captions should be written using Times New Roman with font size 12, bold faced and centre alignment. Tables and figures should be numbered using chapter-wise numbering system. For example, first figure of Chapter 1 should be numbered Figure 1.1, second figure should be numbered Figure 1.2 and so on.

6. **References**

References provide a list of papers, books and other publications that are explicitly referred to in the text. The report should follow APA 7th style of citations and references.

TITLE OF THE PROJECT REPORT

BY

Student's Full Name

Student's T.U. Registration No.

College Roll No.

Name of the Campus/College

A Project Report Submitted to

Faculty of Management, Tribhuvan University

in partial fulfillment of the requirements for the degree of

Bachelor of Information Management(BIM)

Place

Month/Year

STUDENT DECLARATION

(On plain paper)

This is to certify that I have completed the Project entitled "(title of the project)" under the guidance of "(name of the guide)" in partial fulfillment of the requirements for the degree of **Bachelor of Information Management** at Faculty of Management, Tribhuvan University. This is my original work and I have not submitted it earlier elsewhere.

Date: Signature:

                                                                         Name:

CERTIFICATE FROM THE SUPERVISOR

This is to certify that the project entitled "_____" is an academic work done by "____" submitted in the partial fulfillment of the requirements for the degree of **Bachelor of Information Management** at Faculty of Management, Tribhuvan University under my guidance and supervision. To the best of my knowledge, the information presented by him/her in the project report has not been submitted earlier.

Signature of the Supervisor

Name

Designation Date

APPROVAL SHEET

This is to certify that the project titled **[Title of the Project]** submitted by **[Student Name]** has been examined and approved .In our opinion, it meets the required scope and quality standards for a project submitted in partial fulfillment of the requirements for the degree of Bachelor of Information Management (BIM).

Approval Panel:

S.No.	Name	Designation	Signature
1	**Supervisor Name**	**Project Supervisor**	
2	**Program Coordinator/Head Name**	**Program Coordinator**	
3	**Internal Examiner Name**	**Internal Examiner**	
4	**External Examiner Name**	**External Examiner**	

Date of Defense:……………………..

Department: [Department Name]

Faculty: [Faculty Name]