

READ THIS FIRST

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What this file is

A format template for the BCSP-165 project report of the IGNOU BCA_NEW / BCA_NEWOL programme, laid out heading by heading on Annexure-3 ("Suggested Template for Project Report") of Project Guidelines: BCSP-165 (SOCIS, IGNOU, July 2026). Every table is an empty shell and every sentence is a frame with [brackets]. It contains no findings, no test results and no code, because those can only come from the software you build and test. Published by ignouproject.com, an independent service not affiliated with or endorsed by IGNOU.

Why Annexure-3 and not the Section 1 outline

The guidelines print two report outlines. Section 1 (adapted from MCS-044) adds a Role and Responsibility Form, 1.4 Achievements, 1.5 Organisation of the Report, 2.3 Software and Hardware Requirements, 2.4 Preliminary Product Description and 4.4 Modifications and Improvements. Annexure-3 is the BCSP-165 template and omits them. This file follows Annexure-3; Section 1 itself allows the format to be adapted in consultation with the counsellor, so ask your guide before adding the extra headings.

Four layout rules that conflict inside the guidelines

Point	Section 2 (adapted from MCS-044)	Section 4 (BCSP-165 specific)	This template
Line spacing	Single	Double (Section VI, point 1)	Double
Length	80 to 100 pages for analysis, design and testing	About 100 pages excluding code, 10 percent either way (Section V)	90 to 110 pages excluding code
Submit to	Study Centre	Regional Director, by registered insured post	Regional Director
Program disk or CD	In the appendices "when appropriate"	Not mentioned	Ask your Regional Centre

Where the marks look (Annexure-1)

Assessment area	Where it lives in this template
Analysis: SRS, ER, class and data flow diagrams, data dictionary	Chapter 2; data dictionary in Appendix A
Design: modules, data integrity, database and procedural design, user interface	Chapter 3
Coding: comments, standards, error handling, parameter passing; complete code attached	4.2 and Appendix B
Testing: unit, integration and system test design, test reports, debugging	3.6, 4.3, 5.1
Report organisation: binding, contents page, page numbers, original printouts	Whole report; see the last page
Viva: presentation, coding demonstration (a must, significant weightage), subject area	Carry your own copy of the report

Annexure-1 names the areas but prints no mark split. Report 150 marks, viva 50. The guidelines say at least 50 percent in each (Section V); the BCA_NEW Programme Guide v2.0 says 40 percent in each. Plan for 50 percent.

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INDIRA GANDHI NATIONAL OPEN UNIVERSITY**[PROJECT TITLE: EXACTLY AS APPROVED
ON YOUR PROFORMA]**

by

[Student's Full Name]

Enrolment No.: []

Under Guidance of

[Guide's Full Name]

Submitted to the School of Computer and Information Sciences
in partial fulfilment of the requirements
for the degree of

Bachelor of Computer Applications

PROJECT COURSE (BCSP-165)

Indira Gandhi National Open University

Maidan Garhi

New Delhi - 110068

Wording follows Appendix 1 (Sample Title Page), guidelines p. 72. The title must match the approved proforma word for word, or the report is returned (Section VI, point 7). No university logo is reproduced here.

ORIGINAL COPY OF THE APPROVED PROFORMA OF THE PROJECT PROPOSAL

Place here: the original proforma returned to you marked Approved

- The original, not a photocopy (Section V, point 2).
- Every item filled; your signature and your guide's, each with a date (Section VI, point 2).
- Annexure-3 does not say where the approved synopsis and the guide's bio-data go, but Sections V and VI require both originals in the report. This template places them on the next page, directly after the proforma.

APPROVED SYNOPSIS AND GUIDE'S BIO-DATA

Place here

- The approved synopsis, signed by both you and your guide (Section VI, point 2).
- The guide's bio-data, signed and dated by the guide.
- Bind them in. A loose or stapled enclosure can be separated from the report.

CERTIFICATE OF AUTHENTICATED WORK

Format printed in the guidelines as the Certificate of Originality (p. 70), reproduced as a blank form:

This is to certify that the project report entitled [Project Title]

submitted to Indira Gandhi National Open University in partial fulfilment of the requirement for the award of the degree of BACHELOR OF COMPUTER APPLICATIONS (BCA_NEW/BCA_NEWOL), is an original work carried out by Mr./ Ms. [Name]

Enrolment No.: [] under the guidance of Mr./ Ms. [Guide's Name]

The matter embodied in this project is a genuine work done by the student and has not been submitted whether to this University or to any other University / Institute for the fulfilment of the requirement of any course of study.

Signature of the Student

Name and Address of the student:

[]

Enrolment No.: []

Date: []

Signature of the Guide

Name, Designation and Address of the Guide:

[]

Date: []

ABSTRACT

Section 1.4: one or two short paragraphs, 100 to 150 words

- Suggested flow: background, project aims, main achievements.
- Not a re-statement of the proposal. Write it last.

[One sentence on the problem and who has it.] [One sentence on what the software does.] [The technologies used.] [What was achieved, stated from your own test reports in 5.1.]

ACKNOWLEDGEMENT

[Thank only the people who actually helped: your guide by name and designation, the organisation if the project was done for one.]

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Section 2: front matter in lower-case roman numerals (the title page counts as i but shows no number); the main body in arabic numerals from page 1 at the Introduction; page numbers centred at the bottom.

TABLE OF FIGURES

List of figures and tables

Number	Title	Page

Section 2: table titles go above tables, figure captions below figures; number them by chapter (Figure 2.1, Table 3.2) and cite every one in the text on the same or the preceding page.

1. INTRODUCTION

1.1 Background

[Describe the problem domain and the organisation or users it serves.] [State how the work is done today and what goes wrong, from what you observed.] [Say why software is the right answer.]

1.2 Objectives

The objectives of the project are: (A) to []; (B) to []; (C) to [].

Write each objective as something the finished software does, so that 6.1 can report whether it was met.

1.3 Purpose, Scope, and Applicability

1.3.1 Purpose

[The intended functionality and goals of the system.]

1.3.2 Scope

In scope: [modules, users, platforms]. Out of scope: [what the system does not do].

1.3.3 Applicability

[Target users, operational environments or application domains.]

1.4 Used Software and Hardware Technologies

Table 1.1: Software and hardware actually used

Layer	Technology and version used	Purpose in this project

Must match item 6 of your approved proforma. If you changed a tool after approval, say so here and why.

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2. REQUIREMENTS AND ANALYSIS

2.1 Problem Definition

[The problem statement and the operational requirements the project addresses, specific to your project; avoid textbook theory (Section 2.5).]

2.2 Requirements Specification

The requirements below follow [name the SRS standard, for example IEEE Std 830] [n].

Table 2.1: Functional requirements

ID	Requirement	Module

Table 2.2: Non-functional requirements

Area	Requirement

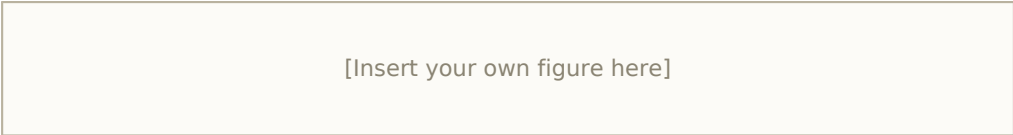
2.3 Conceptual Models

[Insert your own figure here]

Figure 2.1: Context diagram (Level 0 DFD)

[Insert your own figure here]

Figure 2.2: Level 1 DFD



Figures 2.3 onward: one Level 2 DFD for each Level 1 process (Annexure-3, note 3)

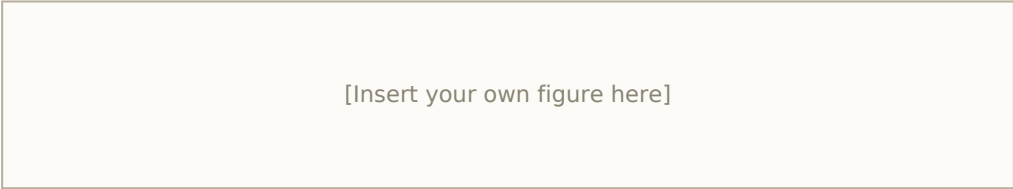


Figure 2.x: Entity relationship diagram (or class diagram)

Table 2.3: Mapping check required by Annexure-3

Module	Level 1 process	Level 2 processes	Data store	Entity	Table

Annexure-3 notes: map ER entities to DFD data stores and to database tables; map modules to Level 1 processes; extend every Level 1 process to Level 2. Put the full data dictionary in Appendix A (Section V lists it under the analysis document).

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3. BASIC SYSTEM DESIGN

3.1 Basic Modules

Table 3.1: Modules

Module	Level 1 process	Responsibility

3.2 Database Design

3.2.1 Schema Design

Table 3.2: Structure of table [name] (repeat for every table)

Column	Type and size	Key / constraint	Description

3.2.2 Data Integrity and Constraints

Entity integrity: []. Referential integrity: []. Domain constraints: []. Business rules enforced in code: [].

3.3 Procedural Design

3.3.1 Flow Charts

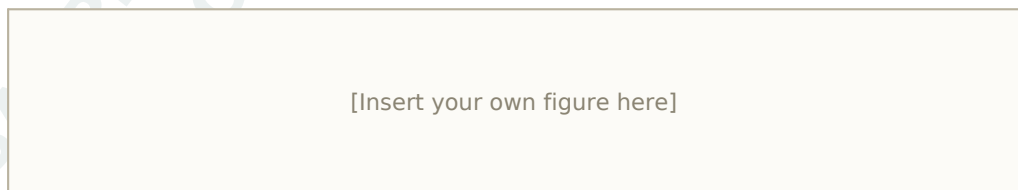


Figure 3.1: Flow chart of [process]

3.3.2 Algorithms

Algorithm 3.1 [name]: [numbered steps in plain language or pseudo-code].

3.4 User Interface Design

Table 3.3: Screens

Screen	User role	Main elements

3.5 Security Issues

[Authentication, access control, data protection.] If the software has a user name and password, describe how they are kept secure during transmission to the server, as Section V requires.

3.6 Test Cases Design

Table 3.4: Test case design

TC	Level (unit, integration, system)	Condition or input	Expected result

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4. IMPLEMENTATION AND TESTING

4.1 Implementation Approaches

[The development model followed and why; frameworks and programming conventions used (Section 2: follow the coding conventions of your language).]

4.2 Coding Details (with comments)

Section V and Annexure-1

- Attach the complete code, well indented, with comments and descriptions, complete error handling and parameter passing.
- Only if the organisation you worked for refuses permission may you attach a detailed algorithm or specification instead, with a letter from that organisation's Project Manager saying so. Without the letter, the code is compulsory.
- Put the long listing in Appendix B and refer to it here.

4.2.1 Connectivity of Code Segments (as per flowchart)

Table 4.1: Flow chart step to code

Flow chart step (Figure 3.x)	Class / function	File

4.3 Testing Approach

Section V asks for test case designs and test outcome reports kept separate for unit, integration and system testing, plus details of debugging and code improvement.

4.3.1 Unit Testing

Table 4.2: Unit test cases

TC	Unit under test	Input	Expected	Actual	Pass / Fail

4.3.2 Integrated Testing

Table 4.3: Integration test cases

TC	Modules combined	Input	Expected	Actual	Pass / Fail

4.3.3 Any other Testing

Table 4.4: System test cases (against Table 2.1)

TC	Requirement ID	Steps	Expected	Actual	Pass / Fail

Table 4.5: Debugging and code improvement log

Date	Defect found	Cause	Change made

4.4 Input and Output Screens

[Insert your own figure here]

Figure 4.x: [Screen name], with sample input

Printouts of text and screen layouts must be original, not photocopied (Section V).

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5. RESULTS AND DISCUSSION

5.1 Test Reports

Of the [n] test cases designed in 3.6, [n] passed on the first run. The [n] that failed were caused by [] and were corrected as recorded in Table 4.5; all [n] passed on re-test on [date].

Fill these frames only from your own executed tests. A number you did not observe is invented data.

5.2 User Documentation

[How to install and start the software; how each user role carries out its main tasks; screen references to 4.4.]

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6. CONCLUSIONS

6.1 Conclusion

[Take each objective in 1.2 and state whether it was met, with the evidence from 5.1.] Section 2 suggests a fairly short chapter of two or three pages.

6.2 Limitations of the System

[Constraints, assumptions and limitations met during development.]

6.3 Future Scope of the Project

[Enhancements, scalability and further development.]

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REFERENCES

Section 2: number references in square brackets in order of first use; the list starts on a new page

- Book: author(s), year, title, publisher, place, pages.
- Journal paper: author(s), year, title, journal, volume, issue, pages.
- Conference paper: author(s), year, title, editors, conference, publisher, pages.
- Web page: author(s), year, title, URL, date last accessed.

[1] []

[2] []

[3] []

GLOSSARY

Glossary of terms and abbreviations

Term	Meaning in this report

APPENDIX A

[Supplementary material: the full data dictionary, detailed diagrams, sample data.] Number figures and tables in appendices as A-1, A-2 (Section 2).

Table A-1: Data dictionary

Table	Field	Type	Size	Constraint	Description

APPENDIX B

[Complete program code listing, configuration details; the organisation's letter if code could not be attached.]

BEFORE YOU BIND: SECTION VI CHECKLIST

	Item
[]	A-4 size, typed in double space, hard bound. Spiral binding is not permitted.
[]	Original approved proforma, all items filled, signed by you and your guide.
[]	Approved synopsis signed by you and your guide; guide's bio-data signed by the guide.
[]	Certificate of Originality; every signature in the report carries a date.
[]	Report title identical to the approved title, or the report is returned.
[]	Contents page present; every page numbered.
[]	Original printouts; a Xerox copy of the report is not acceptable.
[]	One project, one student.
[]	One hard-bound original to the Regional Director of your Regional Centre by registered insured post, in the 1 July to 30 September or 1 January to 31 March window that pairs with your approval slot.
[]	Envelope marked "BCA_NEW/BCA_NEWOL PROJECT REPORT (BCSP-165)" on top.
[]	Guide's remuneration form, signed by the guide and you, in a separate envelope sent with the report.
[]	Keep one copy of the same report and carry it to the viva in January or July.

A report missing any of these items is returned for compliance (Section VI, point 3).

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Need your own report checked against these rules?

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