

# **BCA Department**

## **Viva Voce on Summer Training [BCA-S306T]**

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### **Guidelines for Summer Training Report Writing**

Viva Voce on Summer Training (BCA-S306T) is an important part of BCA course curriculum. It provides an opportunity to BCA students to write a summer training report on latest trends/technology related to software project. Following are guidelines for summer training report writing and assessment:

#### **General Instructions**

- Summer training report should not be less than 15 pages.
- Proper guidelines to be followed for preparation of summer training report.
- Proper dress code is mandatory for presenting and attending summer training PPT presentations.
- Attendance is compulsory for all students.
- If a student is absent for his presentation as per schedule, he/she must be assessed later on with reduced weightage in the presentation assessment.
- Always prepare a draft report first and print it out.
- Read it yourself first and correct any typographical or grammatical errors.
- **One copy** of final summer training report must be submitted as a **spiraled report** to the coordinator.

#### **Main Components of a Report**

- **Cover page**

As per the given format.

- **Abstract**

Abstract should be a narration of Problem Definition, Methodology used in third person's language not exceeding 200 words.

- **Acknowledgement and declaration**

The Acknowledgement shall be brief and should not exceed one page. The students' signature shall be made at the bottom end above their name typed in capital.

- **Certificate**

Attach a photocopy of a certificate issued from where training has been done.

- **Table of contents/Index page**

The table of contents should list all material following it. The abstract, acknowledgement will be included in table of contents but the page numbers in lower case Roman letters are to be accounted for them. Pages starting with Introduction (Immediate after the Table of contents) should be consecutively numbered using Arabic Numerals.

- **Main Text with conclusions**

This includes various sections for Summer Training Report.

- **References**

## Typing Instructions for Summer Training Report

- **Specification for Fonts**
  - **Font Face: Times new Roman**
  - **Font Size:** As per following preview
    - **Headings (Size 16 Bold)**
    - **Sub-Heading (Size 14 Bold and Italic)**
    - **Contents (Size 12 Normal)**
  - **Line spacing: 1.5**
  - **Text Alignment: Both left and right justified**
- Page Dimensions: Standard A4 size (297mm x 210mm)
- Margins:
  - **Top margin: 0.75”**
  - **Bottom margin: 0.75”**
  - **Left margin: 1”**
  - **Right margin: 0.75”**
- Footer: **Page number should be bottom centered.**
- Sections should be numbered as for example, **1. Introduction** etc.
- Subsections should be numbered as for example, **3.1 Simulation Too** etc
- Paragraphs and sentences should be short.
- Start of a paragraph should not be intended, rather, give one line space between two paragraphs.
- A sub heading at the bottom of a page must have at least two full lines below it or else it should be carried over to the next page.
- The last word of any page should not be split using a hyphen.
- **References**
  - References should be in IEEE format, i.e.,
    - Author name(s), title of paper/book, or if journal, its name, volume, issues, page number, publisher, year of publication
  - Book titles must be in capitals
  - Reference numbers should be marked liberally inside the text of the report-
    - eg., .....as given in [3]
  - References should either be in chronological order or in the order in which they appear in the text.

**Summer Training Coordinator:  
Mr. Chandra Kishor Pandey**

**Dr. Vinay Kumar Mishra)  
HOD BCA**

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### **Viva Voce on Summer Training [BCA-S306T]**

#### **Internal Assessment Criteria**

A general criterion of internal assessment of viva voce on summer training (BCA-S-306T) out of 50 is given below:

<b>S. No.</b>	<b>Assessment</b>	<b>Marks</b>
1.	Summer Training Report	15
2.	PPT Content	15
3.	Communication skills	10
4.	Query Handling	10
<b>Total</b>		<b>50</b>

**Summer Training Coordinator:**

**Chandra KishorPandey**

**(Dr. Vinay Kumar Mishra)**

**HOD BCA**