

UCCC & SPBCBA & SDHG COLLEGE OF BCA AND IT
TYBCA (6TH SEMESTER)
P&IPSS GUIDELINES FOR STUDENTS
A.Y. 2025-26

+ Submission Guidelines

- The seminar topic must be unique for particular class and it cannot be changed once it is submitted.
- The seminar topic/title must be submitted on or before 23/12/2025 in your regular lecture.
- Students must submit the documentation in soft copy
- Students must prepare a presentation (PPT or PPTX) for the seminar topic
- Documentation must be of minimum 25 pages

+ Documentation/PPT Guideline

1. Cover Page / Home Page

The cover page should include:

- College name
- Title of the Seminar
- Course & Semester (TY BCA / 6th semester)
- Student Name (Prepared By: your name)
- Roll Number/Seat Number
- Name of Faculty (Guided By: subject teacher name)
- Academic Year (2025-26)

2. Certificate (provided by the college)

3. Acknowledgement

- Gratitude /Thanks to faculty guide, department, college, and anyone who helped
- Keep it simple and professional (1 page)

4. Table of Contents / Index

- List of chapters and sub-chapters with page numbers

Suggested Section contents you can include in your documentation

1. Abstract

- 150–250 words
- Brief overview of:
 - Topic
 - Objectives
 - Methodology
 - Key outcomes

2. Introduction

- Definitions
- Brief History
- Background of the topic
- Importance of the topic

3. Objectives/ Aim / Purpose

- To understand the basic concept of _____
- To study applications and benefits
- To analyze challenges and future scope

4. Background

- Concepts
- (what is it? who use it? where use it? when it developed? why is it?)

5. Technical

- Working / Process
- Types / Models / Diagrams / Tables / Flowcharts / Comparison
- Recent technologies
- Applications
- Advantages & Disadvantages

- Limitations
- Case Studies (optional)

6. Conclusion

- Summary of seminar
- Learning outcomes
- Final remarks

7. Future Scope

- Emerging trends
- Opportunities
- Improvements

8. References / Bibliography

Use proper format:

- Books
- Journals
- Websites

✚ Seminar Documentation Formatting Guidelines

- Font: Times New Roman
- Font Size:
 - Heading: 14 Header: Section Name
 - Content: 12
- Line Spacing: 1.5
- Margins:
 - Left: 1.5 inches
 - Right, Top, Bottom: 1 inch
- Page Numbers: Bottom right
- Footer:
 - Topic name centre

✚ Exam Evaluation Scheme:

- Use only Two/Three Pages

