

Dear Student,

You are very well aware about that, the students of M.Com. programme are required to submit the Project Report at the end of the Second Year. The key objective of the Project work is to develop the analytical ability, problem solving skill with the help of necessary tools and techniques to solve the organizational problems.

The Project Work is carrying 100 marks (60 marks for Project Report and 40 marks for Viva-Voce)

In order to select a topic for the Project and to complete it in a stipulated period of time, students should plan the activities in systematic way for successful completion of the Project Work under the guidance of the Project Guide.

Please carefully go through the following guidelines of M.Com. Project Work.

The guidelines will provide the students the systematic and stepwise procedure to be adopted in order to complete the Project Work successfully before the deadline.

All the best for the Great Project !!!

Thanking you.

Enclosed: - Guidelines

M.Com. Project Guidelines

1) Project Objective

- To develop practical ability in practice.
- To widened theoretical knowledge with the help of practical knowledge.
- To utilize practical knowledge at work places.

2) Project Formulation Method

Student can choose one option method from the given below

1. With the help of Project guide student can choose the project name from the given list of subjects by Project guide.

or

2. With the own consideration, thinking and ideas can propose the name of project to Project guide.

3) Proposal Formulation- Synopsis

The Synopsis of the Project should be prepared in consultation with the 'Project Guide'.

It should be OF 800-1000 words.

Points to be covered in Project Synopsis

A. Project Title :-

- 1) Rationale of the study
- 2) Objectives of the Study
- 3) Research Methodology
 - a. Hypothesis Statement
 - b. Data Collection (Primary or Secondary Data Sources, or both)
 - c. Sampling (No.of Samples) (If applicable)
 - d. Research Instrument
 - e. Sampling Type
 - f. Area of study
 - g. Period of study

h. In case of Primary data, its Statistical Analysis or Data Analysis has to be done with the help of following formula. (Graphical representation of this is required)

$$\text{Percentage} = \frac{\text{No. of Respondents}}{\text{Total No. of Respondents}} \times 100$$

- 4) Expected Contribution of the Study
- 5) Limitation of Study

4) Project Work is of total 100 marks

Project Work- 60 Marks

Viva-Voce- 40 Marks

5) Details of the Project Work

1. The project work must be compulsorily in typed form.
2. The Researcher must submit 2 Blue Color Spiral Bindings Copies of Final Project.
3. Project work Pages- 35 -40 pages (8,000 – 10,000 words)
4. A₄Executive Bond Paper
5. Font Name- Times New Roman
6. Font Size- 12 size

6) Final Project Report must be presented in the following order.

1. Title Page
2. Head of the Department Certificate
3. Declaration
4. Acknowledgement
5. Synopsis
6. Index
7. Introduction, Company and Industry Profile
8. Research Methodology
 - a. Type of Research
 - b. Research Objectives
 - c. Hypothesis Statement
 - d. Sources of Data (Primary and Secondary)
 - e. Research Instrument
 - f. Sample Design (Sampling Technique, Sample Size, Area of Study, Period of Study)

$$\text{Percentage} = \frac{\text{No. of Respondents}}{\text{Total No. of Respondents}} \times 100$$

g. Data Presentation, Findings and Interpretations

9. SWOT analysis
10. Conclusions and Recommendations
11. Contributions and Limitations of the Study
12. Annexure: - Questionnaire (if applicable)
13. Bibliography
14. Glossary
7. Submission

Project Synopsis should be submitted by the students to the concern center on or before 15th of March 2016.

The two copies of the final project report should be submitted on or before 31st of March 2016.

Project Viva will be conducted in the month of May. The students will be intimated accordingly.

After the given date, project will not be accepted and will be treated as backlog work.

8. At any given time, a supervisor may give guidance to maximum of 10 students.
9. The student should submit the original work of Project. It should not be copied from any source.