

Dear Students,

As part of the curriculum, the student of the M.Com course is required to undertake Project Work in the second year (Semester IV) for the period of two months.

The key objective of the Project work is to develop the analytical ability, problem solving skill with the help of necessary statistical tools and techniques to solve the organizational problems.

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

We have provided you a suggested list of topics/broad areas for project work. However student can select any topic of his/her interest relevant to his/her specialization area (e.g. Marketing, Finance, Banking etc) after discussing with his project guide.

You are requested to go through the guidelines of the Project Work and follow the procedure.

**Project Work is of total 100 marks**

Project - 60 Marks

Viva-Voce- 40 Marks

**Wishing you all the best for the Great Project!!!**

Thanking you.

Enclosed: - Guidelines

## **M.Com. Project Guidelines**

### **1) Project Objective**

- To widened theoretical knowledge with the help of practical knowledge.
- To develop practical and analytical thinking skill.
- To develop problem solving skill

### **2) Project Formulation Method**

Student can choose one option of the following

**A.** With the help of Project Guide, Student can choose the project topic from the suggested list of topics.

**OR**

**B.** Student may suggest topic of their own interest to the Project Guide.  
(Relevant to specialization area)

### **3) Proposal Formulation- Synopsis (15<sup>th</sup> February 2017)**

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

Project Synopsis should be of 800-1000 words

Points to be covered in Project Synopsis

1) Project Title:-

2) Rationale of the study

3) Objectives of the Study

4) Research Methodology to be followed

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, the Statistical Analysis or Data Analysis has to be done with the help of following formula. (Graphical representation of this is required)

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

5) Expected Contribution of the Study

6) Limitations of the Study

### **4) Project Work is of total 100 marks**

Project Work- 60 Marks

Viva-Voce- 40 Marks

## **5) Details of the Project Work**

- a. The project work must be compulsorily in typed form.
- b. Students must submit 2 Blue Color Spiral Bindings Copies of Final Project.
- c. Project work Pages- 35 -40 pages (8,000 – 10,000 words)
- d. A4 size Executive Bond Paper
- e. Font Name- Times New Roman
- f. 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. Executive Summary (Abstract of the project in one page)
7. Index
8. Introduction, Company and Industry Profile
9. Research Methodology
  - a. Type of Research
  - b. Research Objectives
  - c. Hypothesis Statement
  - d. Sources of Data (Primary or Secondary or both)
  - e. Research Instrument
  - f. Sample Design (Sampling Technique, Sample Size, Area of the Study, Period of Study)

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

- g. Data Presentation and Findings
  9. SWOT analysis (wherever applicable)
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 1<sup>st</sup> of March 2017.**

**The two copies of the final project report should be submitted on or before 31<sup>st</sup> of March 2017.**

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.