

Dear Students,

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

The Project Work carries 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 successfully in the stipulated period of time, students should plan the activities in a systematic way as advised by the Project Guide.

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

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

Wishing success in your Project Work.

Dr. S.R. Kandalgaonkar  
Principal, Commerce Section

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

### **1) Project Objective:**

- To develop practical ability at work.
- To widen knowledge with the help of practical work.
- To develop capability to utilize practical knowledge at work places.

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

Students can choose one of the methods given below

1. Student can choose a project name from the list of subjects given by the Project guide.

**OR**

2. Propose the name of project to Project guide, based on your own thoughts and ideas.

### **3) Proposal Formulation- Synopsis:**

The Synopsis of the Project in 800 to 1000 words should be prepared in consultation with the Project Guide.

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 Instruments
  - e. Sampling Type
  - f. Area of study
  - g. Period of study
  - h. Graphical presentation if required
- 4) Expected Contribution of the Study
- 5) 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 :**

1. The project work must be only in typed form.
2. The Researcher must submit 2 Spiral Bound Copies of Final Project. Report with blue color cover pages.
3. Project reports should be 35 - 40 pages (8,000 – 10,000 words)
4. A4 Size Executive Bond Paper
5. Times New Roman font
6. Font Size- 12

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

1. Title Page Download the page from the website without any changes.
2. Head of the Department's Certificate
3. Declaration
4. Acknowledgements
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 (Secondary)
  - e. Research Instrument
  - f. Sample Design (Sampling Technique, Sample Size, Area of Study, Period of Study)
  - 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 concerned center on or before 29<sup>th</sup> February 2020.**

**Two copies of the final project report should be submitted on or before 30<sup>th</sup> March 2020.**

Project Viva voce test will be conducted in the month of May. Project will not be accepted after the dates given above and will be treated as backlog work.