

**Notice 1 / DATED 09-07-2021**

**B.COM. SEM VI (HONS.) and B.Com Part III: COMMERCE PROJECT**

**EXAMINATIONS 2021**

**ONLINE MODE ONLY (Soft copy)**

**NOTICE (MORNING / DAY / EVENING)**

1. **Students of B.Com Hons of Semester VI (Under CBCS) and B.Com Part III Hons (under 1+1+1 system)** of all the three shifts (Morning / Day / Evening) are notified that Viva and/or Evaluation of the Project Reports (**Commerce Project**) will be held **shortly**.
2. Details allotment (date & time) will be communicated by the respective Supervisors.
3. Candidates must submit Project Report at the earliest **to the Supervisor** in soft copy through mail.
4. Last date of Submission of final Project to the Supervisors– **15<sup>th</sup> July, 2021**
5. **Candidates are also advised to follow the following GUIDELINE at the time of preparation of Report :**

**STEP 1:**

Please ensure that there is **NO watermark ANYWHERE** in the pdf file, print and also **NO COLOUR / PICTURE on the Cover Page**. Cover Page must be according to Annexure II and **BLACK & WHITE only** and following the below stated structure :

Page orientation: PORTRAIT, size : A4, Font : TIMES NEW ROMAN,

Font size : **12pt** (body of the report), 16pt (Heading) and **14pt**. (Sub-heading)

Line spacing: 1.5, Paragraph Alignment : Justified.

**Margin : 1.4 inch / 3.5 cm on LEFT side and 1 inch / 2.5 cm other 3 sides**

**Words limit – 5000 (Maximum)**

**Page limit – 40 pages**

**STEP 2:**

Mail the soft copy of your Project Report approved by your supervisors in .pdf format to your supervisors within **30-07-2021** with the name of the file being in the following format:

**C.U.ROLL NO. \_ C.U. REGN. NO \_ SHORT NAME OF THE SUPERVISER**

**Viz. XXX224-XX-XXXX\_224-XXXX-XXXX-XX\_ABC**

## **Cover page consists of–**

### 1. **Top of the cover page-**

A Project Report submitted in partial fulfilment of requirement for the Degree of B.Com Honours in Accounting & Finance **or** Marketing under the University of Calcutta

### 2. **Title of the Project :**

### 3. **Submitted by :**

NAME OF Candidate:

C. U. SEM ROLL NO.

C. U. REGN. NO.

COLLEGE ID NO. / COLLEGE ROLL NO.

**Shift:** MORNING /DAY/ EVENING

### 4. **NAME OF SUPERVISOR :**

### 5. **Month & Year of Submission :**

## **Sequence of Chapters of the Project Report**

### **Cover Page**

- i.** Declaration by the Student
- ii.** Supervisor's Certificate
- iii.** Index / Table of Content

### **Chapter I :Introduction**

Sub-Chapters-

- a) Back Ground of the Study
- b) Justification/Needs of the Study
- c) Literature Review
- d) Research Methodology
- e) Objectives of the Study
- f) Limitation of the Study
- g) Chapter Planning

**Chapter 2: Conceptual Framework / National and International Scenario**

**Chapter 3: Presentation, Interpretation and Analysis of Data**

**Chapter 4: Conclusion and Recommendations**

**Bibliography**

**Annexure**