NOTICE-3/2016

3rd year B.COM (H) (Part III) Project Work: 2016-17
(Morning / Day / Evening)

It is notified for the information of all concerned that in terms of the provisions of Section 54 of the Calcutta University Act, 1979, (as amended), and, in exercise of his powers under 9(6) of the said Act, the Vice-Chancellor has, by an order dated 11.09.2012, approved the following:

B. Com [Hons.] – Part III Examination: Project Work Paper XI

A. Guidelines relating to Project Work (Report 50 marks + Viva-Voce 50 marks) for B.Com. Part III (Honours) Course

- Each of the students has to undertake a Project individually under the supervision of a teacher and to submit the same following the guidelines stated below.
- Language of Project Report and Viva-Voce Examination may be **English or Bengali**. The Project Report must be typed and spirally bounded.
- Failure to submit the Project Report or failure to appear at the Viva-voce Examination will be treated as **"Absent"** in the Examination. He /she has to submit the Project Report and appear at the Viva-Voce Examination in the subsequent years (within the time period as per University Rules).
- No marks will be allotted on the Project Report unless a candidate appears at the Viva-Voce Examination. Similarly, no marks will be allotted on Viva-Voce Examination unless a candidate submits his/her Project Report.
- Evaluation of the Project Work to be done jointly by one internal expert and one external expert with equal weight-age, i.e., average marks of the internal and external experts will be allotted to the candidate.
- A candidate has to qualify in the Project Work separately, obtaining a minimum marks of 40 (Project Report and Viva-Voce taken together)
- Marking Scheme for Project Report and Viva-Voce Examination:

  i) **Project Report (50 marks)**
  Chapter 1: Introduction – **10 marks**
  Chapter 2: Conceptual Framework/ National/International Scenario – **5 marks**
  Chapter 3: Presentation, Analysis & Findings -- **25 marks**
  Chapter 4: Conclusion & Recommendations -- **10 marks**

  ii) **Viva-Voce (50 marks)**
  In course of Viva-Voce Examination, the question may be asked in the following areas:
  a) Importance / relevance of the Study, Objective of the Study, Methodology of the Study / Mode of Enquiry -- **15 marks**
  b) Ability to explain the analysis, findings, concluding observations, recommendation, limitations of the Study -- **25 marks**
  c) Overall Impression (including Communication Skill) -- **10 marks**

B. THE COMPONENTS OF A PROJECT REPORT

The outcome of Project Work is the Project Report. A project report should have the following components:

1) Cover Page:
This should contain the title of the project proposal, to whom it is submitted, for which degree, the name of the author, name of the supervisor, year of submission of the project work, name of the University..

Sample

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

Area/Topic of the Study:
……………………………………………

Title of the Project:
....

Submitted by

Name of the Student: ....
C.U. Registration No : ....
C.U. University Roll No..
College Details of the Student
College Roll No.:   ....Shift: ....

Supervised by
Name of the Supervisor: Prof. ....
College : S A JAIPURIA COLLEGE

<u>or</u>
Under the guidance of
Prof. ....
S A JAIPURIA COLLEGE

Year of Submission: 2016

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2) Acknowledgement: Page No. 1
Various organizations and individuals who might have provided assistance /co-operation during the process of carrying out the study.

Sample

ACKNOWLEDGEMENT

It is a matter of great pleasure to present this project on

"Growth of Online Banking"

I take this opportunity to thanks our respected Principal .... for giving me an opportunity to work on this field.
I am eagerly grateful to our Head of the Department PROF................... without whom this project would not have been successful one.
I am very thankful to my supervisor PROF........................ for her full support in completing this project work.
Finally, I am gratefully acknowledge the support of my family/friends/ ..... and would also like to thank to [*employees of different banks]* which I had visited during my *survey/work* who had given me full support and co-operated with me to carry out these research work and help with me for the project work by filling up the *questionnaire/report*.

Name of Student

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3) Certificate and Declaration: Page No. 2

Sample

Supervisor's Certificate

This is to certify that Mr./Ms …………………………………………………………… a student of B.Com. Honours in Accounting & Finance / Marketing / of **S A JAIPURIA COLLEGE** under the University of Calcutta has worked under my supervision and guidance for his/her Project Work and prepared a Project Report with the title .... which he/she is submitting, is his/her genuine and original work to the best of my knowledge.

                                                                      Signature of the Supervisor
Place: Name:
Date: Designation:
                                                Name of the College

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Sample

<div style="border:1px solid;">

<u>Student's Declaration</u>

I hereby declare that the Project Work with the title (in block letters) ……………………………………………………………………………… submitted by me for the partial fulfilment of the degree of B.Com. Honours in Accounting & Finance / Marketing under the University of Calcutta is my original work and has not been submitted earlier to any other University /Institution for the fulfilment of the requirement for any course of study.

I also declare that no chapter of this manuscript in whole or in part has been incorporated in this report from any earlier work done by others or by me. However, extracts of any literature which has been used for this report has been duly acknowledged providing details of such literature in the references.

<div style="text-align:center;">Signature of Student</div>

Name:....................................

C. U. Registration No. ....

C.U. Roll No (Part III) ....

College Roll No. (3rd Year). ......

Place: Shift: Morning/Day/Evening

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3) Table of Content: Page No. 3
(**Page**-wise listing of the main contents in the report, i.e., different Chapters and its main sections/sub-chapters along with their page numbers.)

4) **Body of the Project Report:**
The body of the report should have these **four** logical divisions/chapters

  a) **Introduction***: [Page No. 4 & onwards but not more than 3 to 4 pages]* This will cover:

i) background of the Study, ii) <u>rationale/ need / justification</u>, iii) brief review of literature, iv) **objectives**, v) *methodology (the area of the study, sample, type of study, tools for data collection, and method of analysis)*, vi) Limitations of the Study, and vii) Chapter Planning.

  b) **Conceptual Framework or, i) National and ii) International Scenario:** [**Page -** *not more than 1 to 3 pages]* (Relating to **the topic** of the Project).

  c) **Presentation of Data, Analysis and Findings: [Pages -As per requirement]** (As per using the tools and techniques mentioned in **the methodology**).

  d) *Conclusion and Recommendations:[Page -not more than 1 to 2 pages]* (The concluding observations based on the main findings and suggestions are to be provided)

5) Bibliography or References: one page only
(This section will include the list of books and articles which have been used in the project work, and in writing a project report.)

Sample:

1. **Book:**
   Example: Financial Accounting, Author- A Mukherjee , M Hanif, Publisher – Tata McGraw Hill Education Private Ltd, New Delhi, 10th Reprint 2010
   How to write for this purpose:
   Mukherjee, A., & Hanif, M. (2010). Financial Accounting. New Delhi: Tata McGraw Hill Education Private Ltd.

2. **Journal:**
   Example: Name – Indian Accounting Review, Author- Arpita Ghosh, Publisher- IAARF, Year of Published -2015. Vol and Issue – 19 and 2, Title of the article - Corporate Governance and corporate sustainability linkages: Evidence from India, pages no. 21-25
   How to write for this purpose
   Ghosh, A. (2015). Corporate Governance and corporate sustainability linkages: Evidence from India. *Indian Accounting Review*, *19* (2), 21-25.

3. **Web-site(Internet):**
   www.caluniv.ac.in
   www. tatasteel.com
   www.itchotels.in
   www.itcportal.com

(**The main text of the Project should normally be in the range of 5000 words. However, there may be annexure in addition to the main text**)