

Notice 1 / DATED 25-09-2020

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

EXAMINATIONS 2020

ONLINE MODE ONLY (Soft copy)

NOTICE (MORNING / DAY / EVENING)

1. **Students of B.Com Hons of Semester VI 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 **between 1ST October, 2020 To 10TH October, 2020**
2. Details allotment (date & time) will be available later in the college website.
3. Candidates must submit Project Report at earliest **to the Supervisor** in soft copy through mail.
4. Last date of Submission of final Project – **September 30, 2020**
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 **30-09-2020** 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