



Seth Anandram Jaipuria College

Notice 3 / DATED 26-09-2020

ENVS PROJECT

Instruction to Students for the B. COM. Semester VI (Honours and General) 2020

Guideline and Instructions

1. **Students of B.Com Hons of Semester VI** of all the three shifts (Morning / Day / Evening) are instructed to submit their ENVS Project Report with in **6 pm, 1ST OCTOBER, 2020** in soft copy (PDF FORMAT) through **GOOGLE CLASS ROOM** (preferred choice).

He/she can also mail

Official e-mail - **Commerce Departments**

M orning Shift – commerce.morning@sajapuriacollege.ac.in
D ay Shift - commerce.day@sajapuriacollege.ac.in
E vening – commerce.evening@sajapuriacollege.ac.in

2. **Candidates are also advised to follow the following GUIDELINE at the time of preparation of Report :**

STEP 1:

Mention C U ROLL NUMBER, C U REGISTRATION NUMBER & COLLEGE ROLL on **every page**

Page orientation: PORTRAIT, size : A4, **Page limit – 6 - 7 pages**

HANDWRITTEN is PREFERABLE, but if typed in word then following to be maintained

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

STEP 2:

Submit the soft copy (in .pdf format) of your Project Report through **GOOGLE CLASSROOM** / mail to the respective departments **LATEST BY 6 PM, 01-10-2020** with the name of the file being in the following format:

C.U.ROLL NO. _ C.U. REGN. NO _ college roll _ 1ST ALPHABET OF THE SHIFT

Viz. XXX224-XX-XXXX _224-XXXX-XXXX-XX _xxxx_x