THE BHAWANIPUR EDUCATION SOCIETY COLLEGE

MINORITY RUN COLLEGE. AFFILIATED TO UNIVERSITY OF CALCUTTA RECOGNISED UNDER SECTION 2(F) & 12 (B) OF THE UGC ACT, 1956

PROJECT WORK (CC 6.1 CH) - B.COM. SEMESTER VI (HONS) (2021-22)

Department of Commerce (Morning)

THE STUDENTS HAVE TO GET THEIR PROJECTS SUPERVISED BY THEIR RESPECTIVE SUPERVISOR **LATEST BY 06TH MAY 2022,** INCASE IF ANYONE FAILS THEY WILL BE CONSIDERED AS SELF-SUPERVISED PROJECTS AND **WILL BE MARKED ON 50 MARKS INSTEAD OF 100 MARKS.**

EDPP CLASSES ARE GOING ON EVERYDAY AT 9:15 (MORNING SECTION).

(CLICK HERE FOR ROUTINE SCHEDULE**) FOR B.COM (MORNING SECTION).**

STUDENTS SHOULD NOT RESORT TO ACTS LIKE 'PLAGIARISM AND CUT AND PASTE TECHNIQUES FROM WEBSITES/INTERNET.

Prof. Minakshi Chaturvedi
Co-ordinator
Dept. of Commerce (Mor. Sec)

PROJECT WORK (CC 6.1 CH) GUIDELINES - B.COM. SEMESTER VI (HONS)

Guidelines relating to Project Work Paper (CC 6.1 Ch) (Report 50 marks + Viva-Voce 50 marks).

(Issued by the University of Calcutta)

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 weightage, 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) in CC 6.1 Ch.
- Marking Scheme for Project Report and Viva-Voce Examination

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

Viva-voce (50 marks)

In course of Viva-Voce Examination, the question may be asked in the following areas:

Importance/ Relevance Importance / Relevance of the Study, Objective of the Study, Methodology of the Study / Mode of Enquiry	-15 marks
Ability to Explain the Analysis, Findings, Concluding Observations, Recommendation, Limitations of the Study	-25Marks
Overall Impression (including Communication Skill)	-10 Marks

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.

2. **Acknowledgement**: Various organizations and individuals who might have provided assistance /co-operation during the process of carrying out the study.

3. **Table of Content**: Page-wise listing of the main contents in the report, i.e., different Chapters and its main Sections along with their page numbers.

4. **Body of the Report:** The body of the report should have these four logical divisions
   a) *Introduction:* This will cover the background, rationale/ need / justification, brief review of literature, objectives, methodology (the area of the study, sample, type of study, tools for data collection, and method of analysis), Limitations of the Study, and Chapter Planning.
   b) *Conceptual Framework/National and International Scenario:* (relating to the topic of the Project).
   c) *Presentation of Data, Analysis and Findings:* (using the tools and techniques mentioned in the methodology).
   d) *Conclusion and Recommendations.* In this section, the concluding observations based on the main findings and suggestions are to be provided.

e) **Bibliography or References:** This section will include the list of books and articles which have been used in the project work, and in writing a project report.

f) **Annexur**es: Questionnaires (if any), relevant reports, etc.

(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)

Note: Project Formatting Guidelines

1. Page Size: A -4

2. Font: Times New Roman

3. Font Size: a. Main Headings : 16 pt- (Title Case)

b. Sub Headings: 14 pt – (Title Case)

c. All Other Headings: 12 pt – (Title Case)

d. Main Text: 12 pt – (Normal/Sentence Case)

4. Page margin: Reasonable on all sides.

5. Text Colour: Automatic for text but diagrams may be coloured.

6. Paragraph Alignment: Justified

7. Line Spacing: 1.5 line spacing through the document