



# Krishna Kanta Handiqui State Open University

## Maniram Dewan School of Management

### Department of Commerce

Guwahati-781006

Housefed Complex

Last Gate, Dispur

Email: commerce@kkhsou.in

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Ref. No. Commerce/B. Com./ 01/ Prj/ 2019

Date:03/05/2019

### Bachelor of Commerce 5<sup>th</sup> Semester Project Work

*The project guidelines will provide an overview of the project work.*

#### **A. PROJECT FORMULATION**

The Project work constitutes a major component in most professional programmes. It needs to be carried out with due care, and should be executed with deep involvement by the learners. The project work is not only a partial fulfilment of the programme requirements, but also provides a mechanism to demonstrate skills, abilities and specialisation. Learners are eligible to submit the project proposals after entering into the 5<sup>th</sup> Semester of the programme.

#### **OBJECTIVES**

The objectives of the project are to help the learner to develop the ability to apply theoretical knowledge in the practical field and to train them in writing a project report. After the completion of this project work, the learner should be able to:

- Identify a real- life problem.
- Evaluate the problem.
- Determine how to collect information to solve the problem.
- Work on data collection methods for fact-finding.



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- Arrange Documentation
- Prepare and evaluate a final report.
- Develop of the ability to communicate effectively.

### **B. Type of the Project**

The learners are expected to work on a real-life project preferably in some industry or any issues related to commerce and management. Learners are encouraged to work in the areas closely associated with their programme of study. The learner can formulate a project problem with the help of her/his Guide and submit the project proposal for approval to the Coordinator of the respective study centres. Approval of the project proposal is mandatory. If approved, the learner can commence working on it, and complete it.

### **C. Eligibility criteria of a Project Guide**

1. A Faculty of the Maniram Dewan School of Management, KKHSOU headquarter.
2. Any university teachers in the area of Commerce, Management and Economics (Preferably PhD /M.Phil).
3. Any college teachers in the area of Commerce, Management and Economics affiliated to any Indian University recognized by UGC. (Preferably PhD /M.Phil).

### **D. Steps involved in the project work**

The project work should be done by the learner only. The role of the guide should be about guidance wherever any problem encounters during the preparation of project. The following are the major steps involved in the preparation of project, which may help you to determine the milestones and regulate the scheduling of the project:



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- Select a guide in consultation with the coordinator (be in touch with the guide during the work).
- Select a topic.
- Prepare the project proposal in consultation with the project guide.
- Submit the project proposal (two copies, one to be returned to the candidate after approval) along with the necessary documents to the Coordinator of the study centre.
- Receipt of the project approval from the Coordinator of the study centre.
- Carry out the project-work.
- Prepare the project report.
- Submit the project report to the Coordinator of the study centre within 4 months from the last date of last examination of 4<sup>th</sup> Semester.
- Appear for the viva-voce as per the schedule declared by the University.

### **E. Resubmission of the project proposal in case of non-approval**

In case of non-approval, the suggestions for reformulating the project will be communicated to the learner by the Centre Coordinator. The revised project synopsis along with a new proforma, should be re-submitted along with a copy of the earlier synopsis and non-approval project proposal proforma to the Centre Coordinator.



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## F. Project Proposal Formulation

- The project proposal should be prepared in consultation with the guide. The project proposal should clearly state the project objectives. The project proposal should contain complete details in the following form:
- Proforma for Approval of Project Proposal duly filled and signed by both the learner and the Project Guide with date.
- Bio-data of the project guide with her/his signature and date.
- Synopsis of the project proposal (4-6 pages) covering the following aspects:
  - (i) Title of the Project
  - (ii) Introduction and Objectives of the Project
  - (iii) Methodology
  - (iv) Project Planning and Scheduling
  - (v) Reference.
- Violation of the project guidelines will lead to the rejection of the project at any stage.

## G. Project Report Submission

After completion of the work two copies of the report need to be submitted to the Centre Coordinator and a copy of the report should be kept by the candidate. The candidate should carry the copy of the report at the time of viva voce examination and get it verified and signed by the examiner. Out of the two copies submitted to the respective Study Centre Coordinator, one copy is to be marked as 'University Copy' and the second copy is to be marked as 'Study Centre Copy'.



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## H. ASSESSMENT GUIDELINES FOR PROJECT EVALUATION

Each component of the project work and the viva voce carries its own weightage, so the learner needs to concentrate on all the sections given in the project report formulation.

### Project Evaluation

The Project Report is evaluated for 80 marks and the viva-voce is for 20 marks. Viva-voce is compulsory and forms part of evaluation. A learner in order to be declared successful in the project must secure **40% marks in each component (i) Project Evaluation and (ii) Viva-voce**. The learners must compulsorily clear both the components of the project. If a learner submitted the project report as per the schedule and fails to attend viva, her/his Project will remain incomplete and should contact the Coordinator of the study centre. The candidate may use power point for viva-voce in consultation with the project guide.



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## **ARRANGEMENT OF CONTENTS**

The sequence in which the project report should be arranged and bound should be as follows:

1. Cover Page
2. Inside cover page
3. Certificate of Originality by the Project Guide
4. Acknowledgement
5. Abstract
6. Table of Contents
7. List of Tables
8. List of Figures
9. Chapters
10. References



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**PAGE DIMENSION AND BINDING SPECIFICATIONS:** The project report should be prepared in A4 size, and should be in spiral binding.

**Abstract** –Abstract should be a one page synopsis of the project work, typed in doubleline spacing (about 300 words with maximum 6 key words). Font Style Times New Roman and Font Size 12.

**Table of Contents**–The table of contents should list all headings and sub- headings. The title page and Certificate will not find a place among the items listed in the Table of Contents. 1.5 line spacing should be adopted for typing the matter under this head.

**List of Tables**–The list should use exactly the same captions as they appear above the tables in the body of the report. 1.5 line spacing should be adopted for typing the matter under this head.

**List of Figures** –The list should use exactly the same captions as they appear below the figures in the body of the text. 1.5 line spacing should be adopted for typing the matter under this head.

**Chapters-** The chapters may broadly be divided into the following parts with minimum total number of pages ranging from 50 to 700- (i) Introductory chapter (ii) Explanation (iii) Chapters discussing the main theme of the project work (iv) and Conclusion.

**List of References-** The listing of references should be typed 4 spaces below the heading“REFERENCES” in alphabetical order, in single spacing and left –justified.

**Typing Instructions-** The impression on the typed copies should be black in colour. 1.5 line spacing should be used for typing the general text. The general text shall be typed in the Font style: ‘Times New Roman’ and Font size: 12. Use A4 (210 mm X 297 mm) for all copies submitted. Use only one side of the paper for all printed/typed matter.



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**Page Numbering-** Every page in the project report, except the project report title page, must be numbered. The page numbering, starting from acknowledgement and till the beginning of the Introductory chapter should be printed in small Roman numbers, i.e, i, ii, iii, iv.....

The page number of the first page of each chapter should not be printed. All page numbers from the second page of each chapter should be printed using numerical, i.e. 2,3,4,5... All printed page numbers should be located at the bottom centre of the page.

**Chapter Numbering-** Use only Roman numerical. Chapter numbering should be centered on the top of the page using large bold print. < size 15> <Times New Roman>

TEXT-COLOR -Black

SECTION HEADINGS -Times New Roman 12 pts., bold print and all capitals.

SUBSECTION HEADINGS -Times New Roman 12 pts., bold print and leading. capitals. ie. Only first letter in each word should be in capital.

JUSTIFICATION

The text should be fully justified

MARGINS

The margins for the regular text are as follows:

LEFT = 1.50"

RIGHT = 1.00"

TOP = 1.00"

BOTTOM = 1.00"



## PROFORMA FOR THE APPROVAL OF PROJECT PROPOSAL

(Note: All entries of the proforma of approval should be filled up with appropriate and complete information. Incomplete proforma of approval in any respect will be summarily rejected.)

Enrolment No.: .....

Study Centre: .....

1. Name of the Learner.....

E-mail: .....

Mobile/Tel No.:.....

2. Title of the Project: .....

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3. Name and Address of the Guide .....

.....

4. Working / Teaching experience of the Guide\* .....

(\*Note: At any given point of time, a guide should not provide guidance for more than two students of KKHSOU)

Signature of the Learner

Signature of the Guide

Date: .....

Date:

.....

### **For Office Use Only**

Approved/ Not Approved Date: .....

Allotted Internal Supervisor Name:.....

Signature, Designation of the Project Proposal Evaluator

The learners must provide the following while submitting the Project Proposal:

1. Proforma for Approval of Project Proposal duly filled and signed by both the learner and the Project Guide with date.
2. Detail of the project guide with her/his signature and date.
3. Synopsis of the project proposal (4-6 pages).

### **Note:**

- i. At any given point of time, a guide should not provide guidance for more than two( 2) learners of KKHSOU
- ii. Violation of the project guidelines will lead to the rejection of the project at any stage.

Note: This sheet need to attached with the synopsis and the *approved* copy is to be attached with the final project report