

Project Report Preparation of M.Com (SDE) Students

During the third and fourth semesters each student shall do a project work under the guidance of a faculty member.

The project should be done individually on a topic based on a business organisation or a social or economic problem relating to the discipline to be decided by the student under supervising teacher.

The candidate shall prepare at least two copies of the report: one copy for submission to the Department and one copy for the student which he/she has to bring with him/her at the time of viva voce. More copies may be prepared if the organization or the guide or both ask for one copy each.

The report shall be printed (or neatly typed) and bound (preferably spiral bound) with not less than 50 A4 size, 1.5 spaced, pages, Times New Roman Font, Font Size 13 pt.

Structure of the report

Title page

Certificate from the organization (if the project work is done in an organisation).

Certificate from the supervising teacher.

Declaration of student.

Acknowledgements

Contents

Chapter I: Introduction (Significance of the study, Research problem, objectives of the study, Research methodology etc.)

Chapter II: Review of literature

Chapter III: Organization Profile/Conceptual Frame work

Chapter IV: Data Analysis and Interpretation

Chapter V: Summary, Findings and Recommendations.

Appendix: Questionnaire, specimen copies of forms, other exhibits etc.

Bibliography: Books, journal articles etc. used for the project work.

Project work shall have the following stages

- Problem identification
- Project draft proposal presentation and discussion
- Finalisation of the proposal
- Data collection and analysis of data
- Reporting writing
- Final Project Report submission.

Evaluation of project report: As per common regulations for CSS for PG.

Viva Voce

At the end of fourth semester, each candidate shall attend a comprehensive viva voce.

The viva board shall have two members.

Guidelines for evaluation of Project Evaluation and conduct of Viva- voce (for the students of School of Distance Education)

The student shall arrange a supervising teacher for their Project work themselves and intimate the same to the SDE Centre Co-ordinator (in the Proforma provided). All regular/retired Commerce Teachers of Govt./ Aided Colleges are competent to be a supervising teacher.

The Project should be submitted to the Centre Co-ordinator within the time fixed by the Co-ordinator.

Internal marks of 20 for the Project work shall be awarded by the Internal evaluation of the Project work to be arranged by the SDE Centre Co-ordinator. For the internal evaluation of the Project the following criteria shall be considered:

1	Problem formulation	5 Marks
2	Methodology	5 marks
3	Report writing	10 marks

The external marks of 80 for the project work and viva-voce shall be awarded by the board of examiners consisting of at least two examiners nominated by the Centre Co-ordinator with the approval of the SDE Director. All regular/retired teachers of Govt./Aided colleges under the University are competent to be the external examiners for the evaluation of the project. The external marks shall be distributed on the basis of the following criteria:

1	Relevance of the topic, Statement of the problem, Research methodology	15 Marks
2	Presentation, Quality of analysis, Findings and Conclusions	25 Marks
3	Comprehensive Viva-voce	40 Marks
	Total	80 Marks