KANNUR UNIVERSITY

B.COM DEGREE PROGRAMME UNDER CHOICE BASED CREDIT SEMESTER SYSTEM

(2009 ADMISSION ONWARDS)

<u>SYLLABI</u>

SEMESTER VI

6B18 COM (Core XVIII) PROJECT REPORT

No. of credits :   **2**
No. of contact hours/semester :   **36**
No. of contact hours/week :   **3**

I- INTRODUCTION –

Generating new knowledge and updating existing knowledge from the day to day experience is one of the aims of higher education. For this purpose a student is to be encouraged to search and research for finding new knowledge. Student should be able to apply the theoretical knowledge that they acquired in class room environment in the real world situations by taking up any issue as a project that requires review, explanation or solution.

A project is a scientific and systematic study of real issue or a problem intended to resolve the issue with application of concepts, principles, theories and processes. It should entail scientific collection, analysis and interpretation of data to valid conclusions.

II -OBJECTIVES OF THE COURSE –

- To provide an opportunity to investigate a problem by applying concepts in a scientific manner.

- To enable the application of conceptual knowledge in a practical situation and to learn the art of conducting a study in a systematic way and presenting its findings in a coherent report.

- To help the students to address and resolve a range of issues an economy faces and become part of valuable learning experience.

- To develop the skills of Thinking, Reasoning, Enquiring, Analyzing, and Treatise (TREAT) on business or economic institutions or on issues or problems relating to business or economy, "think" conceptually, "reason" logically, "enquire" thoroughly, "analyze" scientifically and make the "Treatise" (i.e. a systematic report). And that is the work expected of you.

III -LEARNING OUTCOME –

On successful completion of the course a student is expected to produce a written report on the project in standard format.

IV -GENERAL GUIDELINES –

1. During the sixth semester every student shall do a project.
2. The project may be of any one of the following types:
   (a) Institutional Studies (study of an institution or institutions).
   (b) Issue or Problem based studies   (Systematic study on a chosen business or economic
       issues or problem).
3. Preferably, the title chosen should be of current interest, socially relevant, economically significant and related to business.
4. Each student shall be supervised and guided by a teacher of his/her department.
5. The topic for the project shall either be allotted by the supervising teacher or be selected by the students in consultation with the supervising teacher.
6. The project work can be done either individually or by a team not exceeding five students. However, separate copy of reports must be submitted by each student and the viva based on project, shall be conducted individually.
7. The team should be, to the extent possible, diverse in composition with different capabilities   (weak, strong, creative, analytical etc.) and different orientation (liberal, conservative etc.) to enable cross learning.
8. The three hours allotted for the project work for class room instruction shall be utilized for:
   a) equipping the students with methodology of project preparation,
   b) familiarizing the basic nature and structure of a project,
   c) preparing questionnaire,
   d) collecting data,
   e) analyzing data using Excel/SPSS software
   One hour per week by turn should be devoted to in-library reading and preparation of the dissertation and the teachers concerned are to monitor and guide the reading process and check the notes prepared in connection with the topic.
9. Divide the project up into a series of smaller steps or parts. Put the parts of the project into a time sequence (literature survey, acquiring a sampling frame, data, analysis etc.)
10. 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.
11. The project report should be unique with respect to **title, project content and project layout**. No two project report of any students should be identical, in any case, as this may lead to the cancellation of the project report by the University
12. Duly submitted copy of the project report shall be forwarded to the Head of the Department two weeks before the last working day of the sixth semester(after

completing viva)to enable timely dispatch to the university by HOD through proper channel

V- A MODEL PROJECT DESIGN-

The **project** work can be designed by considering the following **elements**.

1. Selection of a Topic

2. Pilot Survey – a trial run of questionnaire / interviews

3. Significance / Social relevance of the Study

4. Review of Literature

5. Formulation of Research Questions / Issues

6. Research Objectives (Minimum 2)

7. Coverage (Universe / Sample & period of study)

8. Data source (Primary/Secondary)

9. Methods of Analysis i.e., Tools and Techniques

10. Limitations of the study

11. Chapter outline

12. Result Chapter(s)

13. Conclusion

VI - FORMAT FOR PREPARATION OF PROJECT REPORT

1. Arrangement of contents:
The sequence in which the project report material should be arranged and bound should be as follows:
    1. Cover Page & Title Page
    2. Bonafide Certificate
    3. Declaration by the student
    4.Acknowdlegement
    5. Table of Contents
    6. List of Tables
    7. List of Figures
    8. List of Symbols, Abbreviations and Nomenclature
    9. Chapters
    10. Appendices
    11-. References
The table and figures shall be introduced in the appropriate places.

2. Page dimension and typing instructions:
The dimension of the project report should be in A4 size. The project report should be printed in bond paper and bound using flexible cover of the thick white art paper or spiral binding. The general text of the report should be typed with 1.5 line spacing. The general text shall be typed in the font style 'Times New Roman' and font size 12. Paragraphs should be arranged in justified

alignment with margins 1.25"each on top, bottom, left and right of the page with portrait orientation. **The content of the report shall be around 40 pages.**

3. Preparation format:

3.1 Cover Page & Title Page – A specimen copy of the Cover page & Title page of the project report are
   given in Appendix I.

3.2 Bonafide Certificate – The Bonafide Certificate shall be in double line spacing using Font Style Times New Roman and Font Size 14, as per the format in Appendix II.The certificate shall carry the supervisor's signature and shall be followed by the supervisor's name, academic designation (not any other responsibilities of administrative nature), department and full address of the institution where the supervisor has guided the student. The term 'SUPERVISOR' must be typed in capital letters above the supervisor's name and academic designation. It shall be counter signed by the HOD

3.3 Declaration by the student-Appendix III.
3.3.1 Acknowledgment by the student-It shall contain gratitude towards the help,service,facilities etc.offered by individuals and institutions for completing the project report
3.4 Table of Contents – The title page ,Bonafide Certificate and Declaration by the student will not find a place among the items listed in the Table of Contents but the page numbers of which are in lower case Roman letters.
3.5 List of Tables – The list should use exactly the same captions as they appear above the tables in the text. By the word Table, is meant tabulated numerical data in the body of the project report as well as in the appendices

3.6 List of Figures – The list should use exactly the same captions as they appear below the figures in the text. All other nonverbal materials used in the body of the project work and appendices such as charts, graphs, maps, photographs and diagrams may be designated as figures.

3.7 List of Symbols, Abbreviations and Nomenclature –Standard symbols, abbreviations. shall be used.
Wherever necessary.

3.8 Chapters – The chapters may be broadly divided into 3 parts :
   (i) Introductory chapter,
   (ii) Chapters developing the main theme of the project work and
   (iii) Conclusion.
Depending on the nature of the project selected by the student the introductory chapter should invariably contain the background of study, the problem, objectives, limitations, methodology and review of earlier studies. The main text will be divided into several chapters and each chapter may be further divided into several sub-divisions.
Ø   Each chapter should be given an appropriate title.

Ø Tables and figures in a chapter should be placed in the immediate neighborhood of the reference where they are cited.

Ø Endnotes may be given at the end of each chapter They should be typed single space, which refers to the material they annotate with font size of 11 points.

3.9 Appendices – Appendices are provided to give supplementary information, which is included in the
   main text may serve as a distraction and cloud the central theme.

Ø Appendices should be numbered using Roman numerals, e.g. Appendix I, Appendix II, etc.

Ø Appendices, Tables and References appearing in appendices should be numbered and referred to at appropriate places just as in the case of chapters.

Ø Appendices shall carry the title of the work reported and the same title shall be made in the contents page also.

3.10 List of References –The listing of references should be typed 4 spaces below the heading "REFERENCES" in alphabetical order in single spacing with left aligned. The reference material should be listed in the alphabetical order of the first author. The name of the author/authors should be immediately followed by the year and other details.

4. No **boarder** line should be given to the pages.

VII –PROJECT EVALUATION-

1)Evaluation of the Project Report shall be done under Direct Grading System.

2)The evaluation of the project will be done at two stages:

    a. Internal evaluation through viva voce (supervising teachers will assess the project and award internal grades)

    b. External evaluation (external examiner appointed by the University)

    c Grades of the course will be awarded to candidates ,combining the internal grade(Viva voce grade)and external grade

3) The internal to external component is to be taken in the ratio 1:3. Different weightages for assessment of different components may be taken as below.:

Internal(Viva)		External	
Component	**Weight**	**Component**	**Weight**
Punctuality	1	Relevance of the Topic	1
Use of Data	1	Statement of Objectives	2
Scheme/Organization of Report	2	Methodology	2
Group Involvement	1	Presentation of Facts / Figures / Diagrams etc.	3
TOTAL	**5**	Quality of Analysis/Use of Statistical Tools	3
		Findings & Recommendations	3
		References	1
		TOTAL	**15**

4) External Examiners will be appointed by the University from the list of VI semester Board of Examiners in consultation with the Chairperson of the Board

5) The chairman of the VI semester exam should form and coordinate the evaluation teams and their work

6)Internal evaluation (viva) should be completed **2** weeks before the last working day of VIth semester.

7) Internal evaluation (viva) grade should be published in the department.

VIII-PASS CONDITIONS-

1) submission of the Project Report and presence of the student for viva are compulsory for internal evaluation. For external evaluation the Project Report submitted by the student shall be sent to the university which shall be evaluated by the external examiner. No grade shall be awarded to a candidate if she/he fails to submit the Project Report for external evaluation

2)A student shall be declared to pass in the Project Report course if she/he secures minimum **D Grade** for   **external** evaluation.

3)The student should get a minimum of D Grade for pass . In an instance of inability of obtaining a minimum of D Grade, the Project Work may be redone and the report may be resubmitted.

4)There shall be no improvement chance for the grade obtained in the Project Report.

IX – APPENDICES –

APPENDIX - I

(A typical Specimen of Cover Page & Title Page)

<Font Style Times New Roman – Bold>

TITLE OF PROJECT REPORT

<Font Size 18><1.5 line spacing>

A PROJECT REPORT

<Font Size 14>

Submitted by

<Font Size 14><Italic>

NAME OF THE CANDIDATE

<Font Size 16>

REG No. ☐

Under the supervision of

(NAME OF THE SUPERVISOR)

in partial fulfilment for the award of Bachelor degree in

<Font Size 14><1.5 line spacing><Italic>

COMMERCE

<Font Size 16>

NAME OF THE COLLEGE

<Font Size 14>

OF KANNUR UNIVERSITY

<Font Size 16><1.5 line spacing>

MONTH & YEAR

<Font Size 14>

APPENDIX-II

(A typical specimen of Bonafide Certificate)

<Font Style Times New Roman>

KANNUR UNIVERSITY

<Font Style Times New Roman – size -18>

BONAFIDE CERTIFICATE

<Font Style Times New Roman – size -16>

<Font Style Times New Roman – size -14>

Certified that this project report "……….TITLE OF THE PROJECT…………….."

is the bonafide work of "…………..NAME OF THE CANDIDATE…………" __
who carried out the project work under my supervision.

<<Signature of the Head of the Department>>   <<Signature of the Supervisor>>

SIGNATURE   **SIGNATURE**

<<Name>>   <<Name>>

HEAD OF THE DEPARTMENT   **SUPERVISOR**

<<Academic Designation>>

<<Department>>   <<Department>>

<<Full address of the Dept & College >>   <<Full address of the Dept & College >>

APPENDIX III

DECLARATION

I, ………………………………………………………………, hereby declare that the Project Work entitled……… (Title of the Project Work),[Eg: "CONSUMER BRAND PREFERENCES WITH REGARD TO DECORATIVE PAINTS (A Comparative Study of Asian Paints and Berger paints)"] has been prepared by me and submitted to Kannur University in partial fulfillment of requirements for the award of Bachelor of Commerce, is a record of original work done by me under the supervision of Dr./Prof. …………………………………of Department of Commerce, ……………… ……………College.

I also declare that this Project Work has not been submitted by me fully or partly for the award of any Degree, Diploma, Title or Recognition before.

Place:

Date:

Signature of the Student

(Reg. No)