

**STRUCTURE & GUIDELINES OF PROJECT REPORT (CC 6.1CH)
FOR
B.COM SEMESTER-VI (HONS.) STUDENTS**

As per the CU guidelines, Department of Commerce in support of Department of Economics has prepared the following structure of Project Report (CC 6.1CH) for B.Com (Hons.) 6th Semester Students. Therefore, all B.Com Semester-6 (Hons.) students are asked to follow the following guidelines & structure and submit their project report accordingly; otherwise his/her project would not be approved by the respective supervisor(s).

GUIDELINES:

1. Font Style should be 'Times New Roman'.
2. Font Size would be 12 and headings could be 14/16.
3. Data sources must be mentioned where data is being used.
4. Line spacing should be 1.5.
5. Bibliography/References must be arranged alphabetically.
6. Project should be submitted in e-version through PDF to the respective supervisor.
7. Number of Pages should not be more than 45/50 with the range of 5000 words.
8. Follow the below mentioned structure/form of a project.
9. Detail marks allocation for this paper has been mentioned in below.

**STRUCTURE OF PROJECT REPORT
FOR
B.COM 6TH SEMESTER (HONS.) STUDENTS**

SL NO.		COMPONENTS OF A PROJECT	DESCRIPTION
1		COVER PAGE	Contains Project Title along with all the details of a student (i.e. CU Roll No, CU Registration No etc) and must mention Supervisor's Name correctly and other details, if necessary.
2		ACKNOWLEDGEMENT	Standard Form
3		TABLE OF CONTENTS	Standard Form (Must mention Page Numbers)
SL NO.	CHAPTER NO.	NAME OF THE CHAPTER	SUB POINTS /COVERAGE OF EACH CHAPTER
4	CHAPTER-1	INTRODUCTION	i) Background of the Study
			ii) Need of the Study
			iii) Literature Review
			iv) Objectives of the Study

			v) Data & Methodology
			vi) Limitations of the Study
			vii) Chapter Planning
5	CHAPTER-2	CONCEPTUAL FRAMEWORK/NATIONAL – INTERNATIONAL SCENARIO	i) Concepts and theories of the topic or ii) Explore and analyze the topic in the context of National-International scenario; or iii) Both.
6	CHAPTER-3	PRESENTATION, ANALYSIS & FINDINGS	i) Explore & analyze the topic through Data presentation, using statistical diagrams with proper interpretation. ii) Basic Statistical Methods could be used (For example; Use of Central Tendency, Dispersion, use of Correlation etc), if possible. iii) Clearly mention the major findings or observations from the data analysis.
7	CHAPTER-4	CONCLUSION & RECOMMENDATIONS	i) Summarize the whole Study with concluding remarks ii) Based upon the entire study, some recommendations or suggestions are needed to be mentioned.
8		REFERENCES/BIBLIOGRAPHY	All the references including website, link etc must be mentioned (if applicable).
9	ANNEXTURE	QUESTIONAIRE/ ANY REPORTS	Must add questionnaire, reports in this section (if applicable).
10	ANNEXTURE-IA	SUPERVISOR'S CERTIFICATE	
11	ANNEXTURE-IB	STUDENT'S DECLARATION	

MARKS ALLOCATION AS PER CU GUIDELINES

SL NO.	ALLOCATION OF MARKS	
1	CHAPTER-I	10
2	CHAPTER-II	5

3	CHAPTER-III	25
4	CHAPTER-IV	10
5	PROJECT REPORT	50
6	VIVA VOCE*	50
7	TOTAL MARKS	100

**Subject to CU Notice or Guidelines/Decision of the Department.*