

PROJECT / DISSERTATION GUIDELINE

**For
Learners of Master of Commerce (M. Com.)
Programme**



**KRISHNA KANTA HANDIQUI STATE OPEN
UNIVERSITY**

PROJECT GUIDELINES

A. PROJECT FORMULATION:

This component of Project may be taken with the following perspectives

- The component should be done in an application area of M. Com. programme.
- Comprehensive case study (covering single organization/multifunctional area problem, formulation analysis and recommendations) also may be conducted.
- Inter-organisational study aimed at inter-organisational comparison also may be conducted.
- Evolution of any new conceptual / theoretical framework.
- Field study (empirical study).
- It may be based on primary or secondary data.

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.

C. 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 learners to determine the milestones and regulate the scheduling of their projects:

- 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 3rd Semester
- Appear for the viva-voce as per the schedule declared by the University

D. RESUBMISSION OF THE PROJECT PROPOSAL IN CASE OF NON-APPROVAL:

- i. 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.
- ii. If the learner wants to undertake a new project by changing his/her earlier project proposal, he will have to justify his new choice. Without valid ground and certification from his/her guide, no change in project proposal will be entertained.
- iii. In any case, changes in project proposal will not be allowed after submitting the second project proposal. The second proposal will be considered as final.
- iv. It is necessary that the learners finalize their project proposal well ahead of time.
- v. It is to be noted that changes in project proposal will not be entertained in the last month of the programme.
- vi. In order to complete the project in due time, a learner should devote at least 120 days for his/her project. This time should be judiciously divided into various phases like field study & interview, data collection, data tabulation, data interpretation and data analysis if the project is based on fieldwork.
- vii. If the learner chooses an academic area concerning evolution of any new conceptual / theoretical framework, a synopsis needs to be submitted with adequate review of literature, and formulation of research objectives, research questions and hypotheses as may be applicable.

E. 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.
- 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.

F. 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. Out of the two copies submitted to the respective Study Centre, one copy is to be marked as 'University Copy' and the second copy is to be marked as 'Study Centre Copy'.

G. 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.

H. PROJECT EVALUATION:

The Project Report is evaluated for 200 marks. Viva-voce is compulsory and it is a 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.

I. ARRANGEMENT OF CONTENTS:

The project report must be prepared in consultation with the guide. 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

J. PAGE DIMENSION AND BINDING SPECIFICATIONS:

The project report should be prepared in A4 size paper. It should be submitted with spiral binding.

- a. Abstract:** Abstract should be a one-page synopsis of the project work, typed in double line spacing (about 300 words with maximum 6 key words). Font Style Times New Roman and Font Size 12.
- b. 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.
- c. List of Tables:** The list of table should use exactly the same captions as they appear above the tables in the body of the report.
- d. List of Figures:** The list of figures should use exactly the same captions as they appear below the figures in the body of the text.
- e. Chapters:** The chapters may broadly be divided into the following parts:
 - (i) Introductory chapter
 - (ii) Objectives of the study
 - (iii) Significance of the Study,
 - (iv) Research Methodology opted for the Study (stating nature, sources, collection of data; research tools and techniques to be used; sampling procedure etc.)
 - (v) Limitations and Scope of the Study
 - (vi) Data Analysis and Interpretation
 - (vii) Findings, conclusion and suggestions
 - (viii) References
- f. List of References:** Listing of references should be typed in alphabetical order.

