

MARWADI UNIVERSITY

Research Project (04BC1606)

Credit 4

**Guidelines for the Preparation of
Project Report
(B.Com/B.Com(Hons) Semester – VI)**



MARWADI UNIVERSITY

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Course: B.Com

SEMESTER	VI
TITLE OF THE SUBJECT	Research Project
COURSE CODE	04BC1606
COURSE CREDIT	8

Project

Project is a composition of practical research work, involving the analysis of a specific problem in the area of the specialization and evaluation of the results of the analysis that serves as a basis for developing specific proposals and implementing the appropriate solution to the problem.

Objective of the Project

The objectives of the Project for B.Com students are:

- a. To demonstrate the student's knowledge of the literature relating to the problem of study.
- b. To reveal the student's ability to collect, analyze, interpret and synthesize information/data for analyzing various business situations.
- c. To present the results obtained, in a sequential and logical manner.
- d. To display the student's ability to discuss coherently the meaning of the results.

Content of Report

A project report should contain the following parts in the order shown:

- Fly page (1 Blank Pages)
- Title page (please see sample, Annexure I)
 - The project title;
 - The full name of the Candidate/s, enrollment no/s. and Guide name/s;
 - The degree for which the project is submitted;
 - The name of the University, i.e. Marwadi University
 - The month and year of submission
- Student Declaration (Annexure II)
- College Certificate (Provided by Guide/Supervisor)
- Company Certificate
- Preface
- Acknowledgement
- Executive Summary

- Table of Content
- Introduction to Topic
- Review of Literature (8 to 10 literature review)
- Research methodology
 - Introduction
 - Statement of problem
 - Research Objectives
 - Scope of the study
 - Research hypothesis (If any)
 - Research design (Research Type)
 - Data Collection sources (Primary and secondary sources)
 - Data Collection Instrument (for e.g. Questionnaire)
 - Sampling Design
 - Population of the study
 - Sample Size
 - Sampling Method
 - Data Analysis Design (a brief outline of tools and techniques to be used for analysis, statistical tools and tests to be used)
 - Limitations of the Project
- Data Analysis and Interpretation
 - Tabular representation of data
 - Charts
 - Statistical tests
 - Analysis and Interpretation
- Findings & Suggestions
- Conclusion
- Annexure
- Annexure - Questionnaire
- Annexure – Any other document
- Bibliography

Language, Style and Format

- Language
 - Project should be written in English.
- Final Version
 - The final version of the project must be free from spelling, grammatical and other errors when submitted.

Specification for Project Report

1	Paper Size	International A4, not less than 75 gsm white paper
2	Margins	Left - 1.5" Right - 0.75"

		Top and Bottom - 1.0"
3	Line Spacing	10 to 12 characters per inch must be used with 1.5 line spacing.
4	Paragraph Spacing	Double Lines/Vertical space of around 12 points should be left between the section title line and the first paragraph of each section and subsections, start without any indentation, In single column format with full justification.
5	Pagination	At bottom–Center Beginning with the first page of chapter 1 (Introduction) to all pages shall be numbered consecutively using Arabic numerals (i.e. 1,2,3) From the title page to the page before the chapter 1 starting page, shall be lower case Roman numerals (e.g. i, ii, iii etc.) No Page Number on Title Page
6	Chapter(s):	New Chapter on New Page font size of 20 should begin with an additional top margin of 30 mm (total 55 mm) Capitalize the first letter all the words. Use boldface letters and numbers only
7	Sections and Subsections (left aligned)	A vertical space of around 36 point should be left between the chapter heading and the title of the first section of every chapter. For all subsequent sections/subsections, leave a vertical space of around 24 points before the section/subsection headings. For example, say the first and second sections in chapter 5 shall be numbered as 5.1 and 5.2, respectively. Likewise, the third subsections of sections 1 and 2 in a chapter 4 shall be numbered as 4.1.3 and 4.2.3, respectively. Same style as in chapter heading but with font size of 14 and 12 for section and subsections,
8	Font Type	Times New Roman
9	Font Size(FS)	For normal–12
10	Bold/Italic/Underline	Should be used for specific purposes only
11	Alignment	Page Justify
12	Tables/Graphs/Diagrams/figures Equations	All tables, figures, and equations must be numbered sequentially and chapter-wise using Arabic numerals. It must reflect the chapter number also, e.g. 2.1, 6.25 etc. e.g., Figure 2.1, Table 3.2. While a caption (figure number) should be placed below the figure, a caption (table number) should be placed above the table Images, Photographs, etc. must be scanned in

		resolution at least 600 dpi.
13	Figures and Illustrations	Figures, tables, etc., should be positioned according to the scientific publication conventions of the discipline.
14	Borders	NO
15	Header/Footers	Single Line (as per this page) Footer (as per this page): Left side Marwadi University, Rajkot, Right Side Pg. No “NO header/footer on Title page”
16	Word Breaking	No word Breaking
17	Printing	Single side only
18	Report Binding	Hard Bound Cover–BlackColor Writing–Golden color only
19	Copies of the Report	Hard Bound: Total 2 Copy (one for Student, one for Dept. Records) Soft: 01 Copy PDF.

References & Bibliography

All references must be cited in the text by the reference number using superscripts. No links between superscripts in the text and actual references in the Reference Sections may be used. Notes may be used to cite manuscripts in preparation,

Unpublished observations and personal communications. References cited should follow the style given below example:

PAPERS

1. Thiel WJ and Nguyen LT, “Fluidized bed film coating of an ordered powder mixture to produce micro encapsulated ordered units.” *J. Pharm. Pharmacol.* **1984**, 36, 145-152.
2. Isyumov N, “Criteria for acceptance of wind induced motions of tall buildings”, International Conference on Tall buildings, Rio De Janeiro, CTBUH, 2003.

WEB SITE

1. Boggs, D, “Acceleration and Drift due to Gust forces”, accessed on 10 July

2009, www.cppwind.com/papers/structural/PEAKvsRMS.pdf

BOOKS

1. Pelzar MJ., Chan ECS., and Krieg NR. In Microbiology; 5th Edn; Tata McGraw Hill Publishing Company Limited, New Delhi, 1993, pp 536.

DISSERTATIONS/PROJECTS

1. Vaishnav D.K, PhD Thesis, “.....” Marwadi University, July 2012.
2. Pathak VK. Ph.D. Thesis, “.....” Gujarat University, 1979.

ANNEXURE - I

[SAMPLE TITLE PAGE]

[Project Title]

(5 blank lines)

By

(single line)

[Your name as found in official MU records - your enrollment number]

(two lines)

[Guide name]

(3 blank lines)

A Project Submitted to

Marwadi University in Partial Fulfillment of the Requirements for the [Degree name] in
[Name of Program/Branch]

(3 blank lines)

Month and Year



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ANNEXURE - II

STUDENT DECLARATION

I hereby declare that this Project Report titled _____
_____ submitted by me to the Faculty of
Liberal Studies, Marwadi University is a bonafide work undertaken by me and it is not
submitted to any other University or Institution for the award of any degree diploma /
certificate or published any time before.

Date: DD/MM/YYYY

Place: Rajkot

Signature of the Student

[Name of Student]

[Enrollment No.]

Evaluation Scheme

Internship consists of 4 Credit, 100 marks and shall be evaluated on two components i) Internal Assessment & ii) Viva.

Particular	Weightage (%)	Conducted By
Internal Assessment (IA)	50%	Supervisor/ Guide
Viva Voce	50%	Viva Panel

- I. **Internal Assessment** shall consist of 50 marks, which will be carried out by supervisor/guide.
- II. **Viva Voce** shall carry 50 marks and will be conducted by a Panel of two examiners.