

**SMT. MITHIBAI MOTIRAM KUNDNANI COLLEGE OF COMMERCE AND
ECONOMICS**

Vidyasagar Principal K.M. Kundnani Bandra Campus

Adv. Nari Gursahani Road, TPS-III, Off. Linking Road, Bandra (West), Mumbai – 050

Re-Accredited “A” Grade by NAAC – 3rd Cycle (May 2017)

Permanently Affiliated to University of Mumbai

Recognized under Section 2(f) and 12(b) of UGC Act

M. COM PART-II, SEMESTER-III

ACADEMIC YEAR 2021-22

NOTICE FOR PROJECT SUBMISSION

26/11/2021

The Students are hereby informed of the schedule for Project Submission and VIVA VOCE:

SCHEDULE FOR PROJECT SUBMISSION:

- Date of Submission: 11th December 2021
- Venue: Room No. 7 (New Conference Hall)
- Timing: 10 am to 12 noon
- Format: Follow the guidelines for Project Work given by the University of Mumbai (Enclosure -1)

SCHEDULE FOR VIVA VOCE:

- Date of VIVA VOCE: 18th December 2021
- Timing: 7.30 am onwards
- Venue: Room No. 7 for Roll Numbers 1-40

Dr. L.H.Hiranandani Memorial Conference Hall for Roll Numbers 41-83

NOTE: 1. Project submission and VIVA VOCE is Offline

- Students with single dose of vaccination are permitted to enter the premises for the purpose of Project Submission and VIVA VOCE. Vaccination Certificate for Single or Double Dose to be produced.
- Students are required to strictly adhere to the schedule given for submission and VIVA VOCE
- Reason for Non-submission of Project or not appearing for VIVA VOCE may be considered on the basis of its genuineness with proper documentation eg. On Medical grounds, Certificate from Registered Practitioner followed with Mail to the Principal and to Examination Committee. Once certified by higher authorities, candidates request will be considered.

Dr. CA. Kishore S. Peshori
I/C Principal

Dr. Aashish Jani
Vice Principal Academics &
Chairperson Exam Committee

Dr. Meena Kumari
M.Com Coordinator

ENCLOSURE - 1:

**General guidelines for preparation of project work based on
research methodology**

- Each of the learner has to undertake a Project individually under the supervision of a teacher-guide.
- The project report shall be prepared as per the broad guidelines given below:
 - Font type: Times New Roman
 - Font size: 12-For content, 14-for Title
 - Line Space : 1.5-for content and 1-for in table work
 - Paper Size: A4
 - Margin : in Left-1.5, Up-Down-Right-1 ▪ The Project Report shall be bounded.
 - The project report should be 80 to 100 pages

Format

1st page (Main Page)

Title of the problem of the Project

A Project Submitted to
University of Mumbai for partial completion of the degree of
Master in Commerce
Under the Faculty of Commerce
By

Name of the Learner

Under the Guidance of

Name of the Guiding Teacher

Name and address of the College

Month and Year

2nd Page

This page to be repeated on 2nd page (i.e. inside after main page)

Index

Chapter No. 1 (sub point 1.1, 1.1.1, And so on)	Title of the Chapter	Page No.
Chapter No. 2	Title of the Chapter	
Chapter No. 3	Title of the Chapter	
Chapter No. 4	Title of the Chapter	
Chapter No. 5	Title of the Chapter	

List of tables, if any, with page numbers.

List of Graphs, if any, with page numbers.

List of Appendix, if any, with page numbers.

Abbreviations used:

Structure to be followed to maintain the uniformity in formulation and presentation of Project Work

- **Chapter No. 1: Introduction**

In this chapter Selection and relevance of the problem, historical background of the problem, brief profile of the study area, definition/s of related aspects, characteristics, different concepts pertaining to the problem etc can be incorporated by the learner.

- **Chapter No. 2: Research Methodology**

This chapter will include Objectives, Hypothesis, Scope of the study, limitations of the study, significance of the study, Selection of the problem, Sample size, Data collection, Tabulation of data, Techniques and tools to be used, etc can be incorporated by the learner.

- **Chapter No. 3: Literature Review**

This chapter will provide information about studies done on the respective issue. This would specify how the study undertaken is relevant and contribute for value addition in information/ knowledge/ application of study area which ultimately helps the learner to undertake further study on same issue.

- **Chapter No. 4: Data Analysis, Interpretation and Presentation**

This chapter is the core part of the study. The analysis pertaining to collected data will be done by the learner. The application of selected tools or techniques will be used to arrive at findings. In this, table of information's, presentation of graphs etc. can be provided with interpretation by the learner.

- **Chapter No. 5: Conclusions and Suggestions**

In this chapter of project work, findings of work will be covered and suggestion will be enlisted to validate the objectives and hypotheses.

Note: If required more chapters of data analysis can be added.

- **Bibliography**

- **Appendix**

Name and address of the college

Certificate

This is to certify that Ms/Mr has worked and duly completed her/his Project Work for the degree of Master in Commerce under the Faculty of Commerce in the subject of _____ and her/his project is entitled, “ _____ ” under my supervision.

Title of the Project I further certify that the entire work has been done by the learner under my guidance and that no part of it has been submitted previously for any Degree or Diploma of any University.

It is her/ his own work and facts reported by her/his personal findings and investigations.



Name and Signature of Guiding Teacher

Date of submission:

Declaration by learner

I the undersigned Miss / Mr. _____ *Name of the learner* here by, declare that the work embodied in this project work titled “ _____ ”,

Title of the Project forms my own contribution to the research work carried out under the guidance of _____ is a result of my own research work and has *Name of the guiding teacher* not been previously submitted to any other University for any other Degree/ Diploma to this or any other University.

Wherever reference has been made to previous works of others, it has been clearly indicated as such and included in the bibliography.

I, here by further declare that all information of this document has been obtained and presented in accordance with academic rules and ethical conduct.

Name and Signature of the learner

Certified by

Name and signature of the Guiding Teacher

Acknowledgment

(Model structure of the acknowledgement)

To list who all have helped me is difficult because they are so numerous and the depth is so enormous.

I would like to acknowledge the following as being idealistic channels and fresh dimensions in the completion of this project.

I take this opportunity to thank the **University of Mumbai** for giving me chance to do this project.

I would like to thank my **Principal**, _____ for providing the necessary facilities required for completion of this project.

I take this opportunity to thank our **Coordinator** _____, for her moral support and guidance.

I would also like to express my sincere gratitude towards my project guide _____ whose guidance and care made the project successful.

I would like to thank my **College Library**, for having provided various reference books and magazines related to my project.

Lastly, I would like to thank each and every person who directly or indirectly helped me in the completion of the project especially **my Parents and Peers** who supported me throughout my project.

Guidelines for Internship based project work

- Minimum 20 days/ 100 hours of Internship with an Organisation/ NGO/ Charitable Organisation/ Private firm.
- The theme of the internship should be based on any study area of the elective courses
- Project Report should be of minimum 50 pages
- Experience Certificate is Mandatory
- A project report has to be brief in content and must include the following aspects: ▪

Executive Summary:

A bird's eye view of your entire presentation has to be precisely offered under this category.

▪ **Introduction on the Company:**

A Concise representation of company/ organization defining its scope, products/ services and its SWOT analysis.

▪ **Statement and Objectives:**

The mission and vision of the organization need to be stated enshrining its broad strategies.

▪ **Your Role in the Organisation during the internship:**

The key aspects handled, the department under which you were deployed and brief summary report duly acknowledged by the reporting head.

▪ **Challenges:**

The challenges confronted while churning out theoretical knowledge into practical world.

▪ **Conclusion:**

A brief overview of your experience and suggestions to bridge the gap between theory and practice.

- The project report based on internship shall be prepared as per the broad guidelines given below:
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