GUIDELINES
FOR PREPARATION AND PRESENTATION
OF
PROJECT REPORT

DEPARTMENT OF COMMERCE
TELANGANA UNIVERSITY
NIZAMABAD – 503 322

__"Knowledge without practice is useless. Practice without knowledge is dangerous"__

PROJECT WORK

1. INTRODUCTION

At M.Com level the students are being prepared to understand business research and be able to apply research results to their practice. The students who complete their projects successfully would be able to bridge the gap between the production of knowledge and real world application of knowledge. Successful completion of Research Project is mandatory for the award of M. Com degree. All research poses a question which motivates the researcher to seek an answer. For all types of research projects, students have to identify a problem in the area of interest, to review the literature relating to the problems area, investigate the problem with a particular research methodology and interpret the results. Research project guidelines have been compiled using different sources with the aim to produce high quality research projects.

The project report provides an opportunity to judge the student's time and self-management skills and ability to successfully undertake a long and in-depth study. Hence, the students must ensure that they **maintain regular contact with their supervisor** and also that they provide the supervisor with drafts of their work at regular intervals.

2. DEFINITIONS AND OVERIEW OF PROJECT

The project is a realistic, in-depth study of a problem, issue, opportunity, technique or procedure or some combination of these aspects of business. The students are necessary to **define an area of investigation, shape out research design, assemble relevant data, analyze the data, draw conclusions and make recommendations.** The project must be an innovative piece of work that will be undertaken in post-graduate study, over a period of two semesters.

3. CHOOSING A TOPIC

The topic is to be selected carefully with the help of supervisor, which requires a review of available literature/ texts and discussion with the project supervisor. Most Project ideas may come from personal experience, observation of events, issues of current interest, review of literature etc.

4. SCOPE OF THE PROJECT

An acceptable project will normally fall into one of the following categories:

Exploratory: A study that involves carrying out original research in order to meet the organization's continual need for new information for forward decision-making.

Explanatory: a study, which would involve studying relationships between different variables like a cause & effect relationship study.

Descriptive: a study that would need an in-depth portrayal of an accurate profile of events or situations from the business environment.

5. ORGANISATION OF PROJECT REPORT

The final report should be presented in the following sequence:

5.1   **Title page (Annexure-I)**
5.2   **Student's Declaration (Annexure-II)**
5.3   **Supervisor's Certificate (Annexure-III)**

5.4   Certificate by the Head / Principal

5.5   Certificate by the organization where the study is done

5.6   This is a summary of about **300 words** that describes the topic; explains the aims and methods of the study and gives a brief summary of the main conclusions and recommendations.

5.7 Acknowledgements:

Thanking the various people who have helped in the development of the project is acknowledgement. It might include specific individuals who have given information, offered insights, or generally been supportive. Gratitude may be expressed to groups of people, like those whose works were studied, or fellow students who helped in getting information.

5.8   Table of Contents:

5.8.1   List of Tables (Annexure-IV)

5.8.2   List of figures (Annexure-V)

5.8.3   List of Appendices (Annexure-VI)

5.9 Chapter-1:

Introduction: This chapter includes the research problem, need for study/significance of the project, objectives, hypotheses, **methodology:** Research methods, Data sources period of the study, scope, sample design, sources of information, tools and techniques of analysis, structure of the study with sound justifications/ explanations. The students are required to give a review of literature. This reflects the student understanding of the relevant theoretical and empirical background of the problem. Focus should be more on the logical presentation of the empirical evolution of conceptual and methodological issues pertaining to research problem. Also highlight the methodological clues drawn through the review of literature.

5.10 Chapter-2:

Company / Organization Profile/Conceptual Frame Work: This chapter should contain a brief historical retrospect about the entity of your study/conceptual frame work.

5.11 Chapter-3:

'Name of the Chapter': The data collected need to be processed and presented suitable for the analysis. Based upon the objectives, the appropriate tools are to be applied in order to draw logical inferences.

5.12 Chapter-4:

Summary and Conclusions: Gives an overview of the project, conclusions, implications and recommendations. The scope for further research can also be indicated.

5.13   Bibliography and References: List the books, articles, websites that are referred and useful for research on the topic of project. Follow Harvard style of referencing. **(Annexure-VII).**

5.14 Appendices: The documents or other important evidences, questionnaires pertaining to report should be placed as appendices.

5.15 Numbering: Documents should be appropriately numbered. **It** is usual for Page 1 to start with the Introduction. The sections prior to the Introduction are usually numbered with small Romans, i.e. i, ii, iii. It is easier if appendices are numbered in a separate sequence (suggest A, B, C) rather than as a continuation of the main report.

Annexure-I: Title Page:

The standard format of the Title Page is as follows:

<div style="border:1px solid black">

<div align="center">

(Title of the Project Report)

Project submitted in partial fulfillment for the award of the   Degree of
MASTER OF COMMERCE

Submitted
By
(Name of the Student)

Research Supervisor
(Name of the Supervisor)

Department of Commerce
Telangana University
Nizamabad -503 322

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Annexure-II: Student's Declaration:

DECLARATION

I hereby declare that this Project Report titled---submitted by me to the Department of Commerce, Telangana University, Nizamabad, 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.

Name and Address of the Student   *Signature of the Student*

Annexure-III: Supervisor's Certificate:

<div>

CERTIFICATE

This is to certify that the Project Report titled--- submitted in partial fulfillment for the award of M.Com Programme of Department of Commerce, Telangana University, Nizamabad, was carried out by --- under my guidance. This has not been submitted to any other University or Institution for the award of any degree/diploma/certificate.

Name and address of the Guide   *Signature of the Guide*

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Annexure-IV: List of Tables:

Annexure-V: List of Figures:

Annexure-VI: List of Appendices:

Annexure-VII: Table of Contents:

<div align="center">

TABLE OF CONTENTS

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Annexure-VIII: BIBLIOGRAPHY:

Board, J L G and Sutcliffe, CMC (1988). "The Weekend Effect in UK Stock Market Returns." *Journal of Business Finance and Accounting,* 15(2), 199-213.

Broca, D (1992). "Day of the Week Patterns of the Indian StockMarket."   *Decision,* 19(2), 57-64

Choudhury,S K (1991). "Seasonality in Share Returns: Preliminary Evidence on the Day of the Week Effect."*Chartered Accountant,* November, 407-409.

Fama, E (1995). "The Behavior of Stock Market Prices,"*Journal of Business.* 38(1), 34-105.

French, K (1980). "Stock Returns and the Weekend Effect,"*Journal of Financial Economics,* 8(1), 55-70.

Gibbons, M R and Hess, P (1981). "Day of the Week Effects andAsset Returns,"   *Journal   of Business,* 54(4), 579-596.

Gultekin, M N and Gulteckin, N B (1983). "Stock Market Seasonality: International Evidence." *Journal of Financial Economics,* 12(4), 469-482.

Jaffe, J and Westerfield, R (1985). "Patterns in Japanese Common Stock Returns: Day of the Week and Turn of the Year Effects." *Journal of Financial and Quantitative Analysis.* 20(2), 261 -272

(Please note that all sources referenced in the main text should also he fully detailed in the reference and bibliography section.)

6.   TECHNICAL SPECIFICATIONS OF THE PROJECT

♦   The project should be typed on **A4 white paper.**

♦   The Text in all the chapters shall be in Times New Roman, 12 Font, Regular, Justified with line spacing 1.5.

♦   The margin shall be as follows;

Top & Bottom: 1 inches ,Left: 1.5 Inches ,Right: 0.75 Inches

♦   All chapters heading as to be centered in the font Times New Roman 14 Size and Bold.

♦   All the heading shall be in Times New Roman, 12 Size and Bold.

♦   All **tables, figures and appendices** should be consecutively numbered or lettered, and suitably labeled.

♦   **3 spirals** & **a soft-copy** should be handed over to the **Principal/Director of the College/Institute** at the time of submission.

*NOTE: College in turn would submit **Two** bound copies of all the projects to the Controller of Examinations along with a consolidated CD containing the soft copy of the projects and the list of project titles sorted on the HTNumbers with linkages to the respective project file. The columns in the list should include HT.No., Name of the Student, Elective and the Project Title. College name and the year should be mentioned on the CD. We can add* procedure of evaluation of project report too.

7. PLAGIARISM

Any attempt to copy from another (present or previous) student or to copy large chunks from academic or other sources without appropriately referencing those sources will trigger the full weight of plagiarism procedures. **If there is any doubt concerning the authenticity of your work, the university reserves the right to demand an individual presentation before a panel at which you will be required to reply to spontaneous questions.**

All the material that relates to your project, including completed questionnaires or tapes from interviews, should be shown to your supervisor and be kept until the examination board has confirmed your results. Do not throw this material away once your project is submitted, as you might be asked to present it as part of the viva voce, before your project results are confirmed.

8. STUDENT AND SUPERVISOR

The supervisor's role is to appraise ideas and work of the student. Student must take overall responsibility for both the content of project and its management. This includes **selection of an appropriate subject area (with the approval of the supervisor),** setting up meetings with the supervisor, devising and keeping to a work schedule (to include contingency planning), and providing the supervisor with samples of your work.

It is the **responsibility of the student to make contact with supervisor** and arrange meetings at

appropriate times. The student should use the time with the supervisors wisely. The students must meet their supervisors for **a minimum of four meetings per semester, over the span of the entire project.**

Note that if the records show that students' your contact with your supervisor is not good; his / her project may not be evaluated.

The student should be clear about the assessment criteria for the project. Note that a significant proportion of the grade is allocated to presentation and style. A high level of communication skills is expected. However, **it is not within the role or the duties of the supervisor to correct grammar and syntax.** Supervisor will comment upon samples of the work but **will not pre-mark** the whole document, or substantial portions of it. If asked, the student must present a sample of written work prior to a meeting with supervisor, at an agreed time. **Under no circumstances will the supervisor give an indication of expected final grade of the student.**

The student must keep hard copies of each version of work, and save copies of the current version on a main and a backup disk (preferably kept apart from each other). Disks should regularly be virus-checked. Also, make sure to keep printed copies of working documents, and the raw data from any questionnaires or other data collection.

9. FINALLY A FEW TIPS....

i. Choose **a** topic, or an issue, in which one is interested.

ii. Get organised, give time to think about the project.

iii. Look at the information available - is there enough information available to be able to produce a good project?

iv. Be careful if the student is relying upon organisations to provide with information. They will not give the confidential or sensitive information and the student must not expect them to respond as promptly as he / she would like.

v. **Visit the Library and spend some time looking at previous projects.**

vi. With the help of project supervisor, agree on the aims and objectives and the structure of the project as soon as possible.

vii. It is worthwhile investing in some reliable storage devices for storing the project - related documents. Keep at least two copies (updated). Remember to virus check storage devices.

viii. The final printing and binding of the project should be done carefully. Examine numbering pages, re-arranging pagination and putting together the Contents page.

ix. The key points are to organise the time; make and maintain contact with the supervisor, decide upon topic and when the student has formulated your aims, objectives and structure - get on with **it!**

x. **Finally, remember to print and keep a copy of the project report for your own use, as no copy of the report submitted will be returned to the student.**

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