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TOPIC

A
PROJECT REPORT

Submitted to Gauhati University
In partial fulfilment of requirement for the award of
Bachelor Degree in Commerce (B.Com. Major)

Submitted by
(Name of the Student)
G.U. Roll No.....
G.U. Registration No..... of

Under the Guidance of
(Name & qualification of the guide)
Designation.....
Department of

(College Logo)

Gauhati Commerce College
R.G.B. Road, Guwahati – 781021
2021

CERTIFICATE FROM THE PRINCIPAL

This is to certify that Sri/ Smti
....., a student of B.Com. Semester – VI,
2020 of this college bearing G.U. Roll No. : _____ has
prepared a Project Report on “
.....
.....
.....”
as a partial fulfilment of requirement for the award of B.Com. Degree for the
year 2020 by the Gauhati University.

Principal
Gauhati Commerce College
Guwahati - 781021

CERTIFICATE FROM THE GUIDE

This is to certify that this Project Report on “
.....”
is based on an original project study conducted by Sri /Smti
....., bearing GU Roll No. _____
under my guidance.

Place
Signature of the Guide

Date:
(Name of the Guide)

Designation:.....
Department:
Gauhati Commerce College
Guwahati - 21

(Format of)
DECLARATION BY THE STUDENT

I hereby declare that this Project Report on “(Title of the Project)” has been prepared by me during the month of January-March, 2020 under the guidance of (.....Name of the Guide) ,Associate Professor/ Assistant Professor Department of _____ of Gauhati Commerce College, Guwahati.

I also hereby declare that this project report is an original work and has not been submitted at any time to any other university or institute for the award of any degree or diploma.

Place:

Signature

Date:

(Name of the Student)

B.Com. 6th Semester

Roll No. _____

G.U. Registration No. _____

Of (Year)_____

Gauhati Commerce College

Format of
ACKNOWLEDGEMENT

I express my sincere thanks to Dr. H. Kalita, Principal, Gauhati Commerce College for his valuable suggestions and help in preparing this project report.

I express my deep sense of gratitude to my guide Dr./Prof., DesignationDepartment of, Gauhati Commerce College for his valuable guidance in this endeavour. He has been a constant source of inspiration and I sincerely thank him for his suggestions and help in preparing this report.

(any other person/institution/agency/organisation to whom you want to acknowledge)

.....
.....

Finally, I express my sincere thanks and gratitude to the respondents who helped me to complete my field work without whose help this project report would not have been possible.

Place:

Signature

Date:

(Name of the Student)

G.U. Roll No. _____

Registration No. _____

Guidelines for preparation of Project Report

Chapter - I: Introduction:

(a) General Introduction

- 1.1 Statement of the problem,
- 1.2 Reasons for selecting the present study/research investigation,
- 1.3 Objectives of the study,
- 1.4 Scope of the study,
- 1.5 Periodicity of the study,
- 1.6 Significance of the study,
- 1.7 Limitations of the study.

(b) Brief Description of the Organization

- 1.1 Brief history of the Organization/Industry
- 1.2 Type(s) of organisation
- 1.3 Nature of business
- 1.4 Organisational Chart
- 1.5 Product/Service profile
- 1.6 Past performance & Future prospects & growth

Chapter-II: Review of Literature:

In this chapter, the students shall write in detail about similar studies/ works/projects/papers/dissertations already completed/ written by other individuals/institutions/researchers etc. Information about such works can be obtained by going through books/journals/periodicals and searching in the internet. This process is known as review of literature. The review of literature provides detailed information on studies/works of similar nature and summarises the objectives, analysis and findings of such previous studies. Review of literature shall help the students in preparing their respective project report.

Chapter-III: Research Methodology

- 3.1 Research Design/ Approach.
- 3.2 Sources of Data
- 3.3 Data collection methods
- 3.4 Sampling plan

Chapter – IV: Data Presentation and Analysis & Interpretation

Stage 1: Data processing

Stage 2: Tabulation

Stage 3: Diagrams (pie/bar)

Stage 4: Analysis and Interpretation.

Chapter – V : Findings, Conclusions and Suggestions or

Recommendations

(a) Findings

(b) Conclusions

(c) Suggestions or Recommendations

(recommendations relating to the topic/area of study shall be made in this section)

(d) Scope of Future Study

(After completion of the study/project work, the student may come across new ideas about possible studies/research topics, in which feature studies can be made. The student is advised to write about such possible studies/ research topics)

Annexure:

(i) List of Reference

(a)Bibliography

A bibliography is a list of published sources consulted during the course of project work and normally includes all work listed in the text and text notes. The bibliography can be listed in alphabetical order or split into two separate lists each covering books and articles.

Format of Bibliography					
Sl. No.	Title of the Books	Authors	Publisher	Edition Year	Page No.

(b)Webliography

Webliography is a list of sources in the internet consulted during the course of the project work and normally includes the weblink, the date and time of accessing the webpage, document and pdf files etc.

Format of Webliography				
Sl. No.	Title of the Topic	Authors	weblink	Date and time when accessed.

(ii) Questionnaire / Schedule

(iii) Permission from the Principal for Field Work/Survey.

(iv) Photographs

(Students must attach at least 6 (six) photographs of the field survey/ data collection/ interaction with respondents. Such coloured photographs must be printed in A4 size papers. (two photographs in each page)