PROJECT WORK

25 MARKS

PROJECT WORK

- Each student shall do a project based on any of the options A through E

- worth 25 marks, including a Viva Voce examination for 5 marks

PROJECT WORK

Each student shall do a project based on any of the options A through E

A. Work Experience and Report: 25 Marks (including Viva of 5 Marks).

A student should be placed in any business establishment including NGOs and Call Centres to do full-time work equivalent to one month (a minimum of 200 hours) 25 days x 8 hours during vacations and/or holidays. The intention of such work experience is to expose the student to day-to-day aspects of business, so as to better understand the concepts learnt in the classroom. A report of a minimum length of 2000 words should be submitted after the completion of the experience. The purpose is to describe the business and the aspect of work assigned to the student. Two copies of the work must be submitted (one for evaluation and one for the student's record). The evaluation of the report shall be done as per the rules and guidelines issued by the Department of Commerce.

PROJECT WORK

B. Term Paper/ Report: 25 Marks (including Viva of 5 Marks).

A term paper is a short review of a topic that is related to the curriculum. A report is a short document that is of general interest and need not be related to the curriculum. A student can choose topics as suggested by the Mentor or according to the guidelines issued by the Department of Commerce.

The student is expected to collect material from the following sources:

i) books and reports in the area;

ii) journals and magazines;

iii) business/economic newspapers; and

iv) Internet resources.

They should study the material, including some background material and formulate an understanding. Based on the study, they should submit a report/term paper of a minimum of 3000 words.

Two copies of the work must be submitted (one for evaluation and one for the student's record). The evaluation of the report shall be done as per the rules and guidelines issued by the Department of Commerce.

PROJECT WORK

C. Field Work and Report: 25 Marks (including 5 Marks for Viva)

A student can choose topics as suggested by the Mentor or according to the guidelines issued by the Department of Commerce. The fieldwork must be based on a questionnaire that is to be filled by respondents by means of personal interviews or through E-mail. The mentor, keeping in mind the nature of the problem, would determine the choice of the method. A report of a minimum length of 2000 words must be submitted, analyzing the results of the fieldwork.

Two copies of the work must be submitted (one for evaluation and one for the student's record). The evaluation of the report shall be done as per the rules and guidelines issued by the Department of Commerce.

PROJECT WORK

D. Computer Proficiency Exam: 25 Marks (No Viva).

A student who qualifies the Institute of Chartered Accountants of India exam in computer literacy prior to admission for articleship or the DOEACC "O" level exam before he/she takes the B.Com (Hons) Part III Exam may be exempted by the college from doing the project work and the marks obtained by the student in the said exam will be pro-rated out of 25 marks and awarded to the student in lieu of the project work. If the marks awarded in such an exam are only in the form of a 'Pass' grade, then the student shall be awarded the average marks obtained in all the other papers of B.Com (Hons) Part III.

PROJECT WORK

E. Essay Paper: 25 Marks (No Viva) Duration of Examination: One Hour.

[This option is available only to students of School of Open Learning (SOL).

Writing a Report

- Title page
- Abstract
- Acknowledgements
- Certificate Of Authenticity
- Contents page
- Introduction
- Background
- Body of report
- Evaluation
- Conclusions
- Bibliography
- Appendix

Title page

This should include the project title and the name of the author of the report. You can also list the name of your supervisor if you wish.

Abstract

The abstract is a very brief summary of the report's contents. It should be about half a page long. Somebody unfamiliar with your project should have a good idea of what it's about having read the abstract alone and will know whether it will be of interest to them.

Acknowledgements

It is usual to thank those individuals who have provided particularly useful assistance, technical or otherwise, during your project. Your supervisor will obviously be pleased to be acknowledged as he or she will have invested quite a lot of time overseeing your progress.

Certificate Of Authenticity

You must attach a self signed certificate of authenticity that you have done the present work yourself and should be counter signed by your mentor.

Contents page

- This should list the main chapters and (sub)sections of your report. Choose self-explanatory chapter and section titles and use double spacing for clarity. If possible you should include page numbers indicating where each chapter/section begins. Try to avoid too many levels of subheading - three is sufficient.

Introduction

- This is one of the most important components of the report. It should begin with a clear statement of what the project is about so that the **nature and scope** of the project can be understood by a lay reader. It should summarise everything you set out to achieve, provide a clear summary of the **project's background**, relevance and main contributions. The introduction should set the context for the project and should provide the reader with a summary of the key things to look out for in the remainder of the report.

- The introduction itself should be largely non-technical. It is useful to state the main objectives of the project as part of the introduction. However, avoid the temptation to list low-level objectives one after another in the introduction and then later, in the evaluation section (see below), say reference to like "All the objectives of the project have been met...".

Background

- The background section of the report should set the project into context and give the proposed layout for achieving the project goals. The background section can be included as part of the introduction but is usually better as a separate chapter, especially if the project involved significant amount of ground work. When referring to other pieces of work, cite the sources where they are referred to or used, rather than just listing them at the end.

Body of report

The central part of the report usually consists of three or four chapters detailing the technical work undertaken during the project. The structure of these chapters is highly project dependent. They can reflect the chronological development of the project, e.g. design, implementation, experimentation, optimisation, evaluation etc. If you have built a new piece of software you should describe and justify the design of your program at some high level, possibly using an approved graphical formalism such as UML. It should also document any interesting problems with, or features of, your implementation. Integration and testing are also important to discuss in some cases. You need to discuss the content of these sections thoroughly with your supervisor.

Evaluation

This might involve **quantitative** evaluation and **qualitative** evaluation such as expressibility, functionality, ease-of-use etc. At some point you should also evaluate the strengths and weaknesses of what you have done.

It is important to understand that there is no such thing as a perfect project. Even the very best pieces of work have their limitations and you are expected to provide a proper critical appraisal of what you have done.

Conclusions and Future Work

The project's conclusions should list the things which have been learnt as a result of the work you have done.

It is common to finish the report by listing ways in which the project can be taken further. This might, for example, be a plan for doing the project better if you had a chance to do it again, turning the project deliverables into a more polished end product.

Bibliography

- This consists of a list of all the books, articles, manuals etc. used in the project and referred to in the report.

- You should provide enough information to allow the reader to find the source. In the case of a text book you should quote the name of the publisher as well as the author(s).

- A weakness of many reports is inadequate citation of a source of information. It's easy to get this right so there are no excuses.

- Each entry in the bibliography should list the author(s) and title of the piece of work and should give full details of where it can be found.

Appendix

- The appendices contain information which is peripheral to the main body of the report.

- Information typically included are things like parts of the code, tables, test cases or any other material which would break up the theme of the text if it appeared in situ.

THANK YOU