

IV Semester M.Com. Degree Examinations April 2021

Guidelines for Project Report and Viva Voce Exams.

(Kannur University)

I. Size/Volume of Project Report

No. of pages : Around 50
Size : A4
Cover : Spiral bound

II. Page Lay-Out and Typing

Paper Size : A4
Orientation : Portrait
Font : Times New Roman
Font Size : Chapter heading 16
Side Heading 14
Body 12
Margin : Normal
Page Border : Nil

III. Order of Arrangement of Contents:

The contents of the report shall be arranged in the following sequence:

Cover Page and Title Page
Bonafide Certificate
Declaration by Student
Acknowledgement
Table of Contents
List of Tables
List of Figures
Chapters
Appendix
Bibliography

IV. Chapter Arrangement

The project report should contain the following chapters.

1. Introduction
2. Review of Literature
3. Theoretical background/Organisational background of the Subject matter
4. Data Analysis and Interpretation (Analysis using primary/secondary data. Around 15 Tables apart from demographic details)
5. Findings, Suggestion and Conclusion

V. Submission

The Project Report should be submitted to the concerned Heads of Departments during the **first week of May**.

VI. Evaluation and Viva Voce Examination

Internal Evaluation (by the Department: Max. 5 Marks)

External Evaluation (by the External Examiner appointed by the University)

Viva Voce:

- I. Project Report based: Max. 20 Marks
- II. Course based: Max. 50 Marks

Chairman

BoE, M.Com. IV Semester, 2021