

# **KARNATAKA STATE OPEN UNIVERSITY**

**Mukthagangothri, Mysuru - 570 006**



**Revised**

## **PROJECT REPORT GUIDELINES**

**DEPARTMENT OF POST GRADUATE STUDIES  
AND RESEARCH IN COMMERCE**

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# Contents

Contents	Page No.
<b>1.1 Course Description</b>	<b>1</b>
<b>1.2 Course Objectives</b>	<b>1</b>
<b>1.3 Course Outcomes</b>	<b>1</b>
<b>1.4 Project Guidelines</b>	
1.4.1 Type of Project	<b>2</b>
1.4.2 Selection of an Organization	<b>2</b>
1.4.3 Selection of a Topic	<b>3</b>
1.4.4 Project Guide/Supervisor	<b>3</b>
1.4.5 Submission of Project Approval Letters	<b>4 – 5</b>
1.4.6 Project Report	<b>5 – 7</b>
<b>1.5 Evaluation of Project Report</b>	<b>7</b>
 <b><u>Annexures</u></b> 	
1. Proforma of Project Approval Letters ( in Duplicate)	
2. Proforma of Bio-data of the Proposed External Guide	
3. Letter of Acceptance from the Company	
4. Proforma of Project Report Title Page	
5. Chairperson’s Certificate	
6. Internal Guide Certificate	
7. External Guide Certificate	
8. Project Completion Certificate	
9. Declaration by the Student	

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Further, information on the Karnataka State Open University courses may be obtained from the University's office at Mukthagangotri, Mysuru – 570 006.

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# **GUIDELINES FOR PREPARING PROJECT REPORT**

Dear Learner,

As you are aware that, as per the syllabus for M.Com. (CBCS), you are required to work on the project report (Course Code – MCOSC 4.2) by selecting the topic of your choice under the specialisation/ stream which you have been studied and submit the Project Report in the fourth semester. The project work is of eight credits and the students have to spend about 240 hours of total work in completing the project work. The project work carries 200 marks (150 marks for the project report and 50 marks for Viva-Voce Examinations).

## **1.1 COURSE DESCRIPTION**

Students will work on a project for one semester based on concepts learned in a subject of their choice. The primary objective of the project report is to give the students practical exposure in the field as well as to inculcate research habits among the learners. In order to gain knowledge of the versatility of the same in application, they are encouraged to take up project work. The study may focus on industry-related, farm-related, field-related, or business-related issues. As a result, the study's findings would aid in the resolution of the problems encountered.

## **1.2 COURSE OBJECTIVES**

This course is designed to enable the students to-

1. Understand the need for research so as to inculcate the research habits among the students.
2. Select a research problem.
3. Design research methodology, analyse and interpret the data using statistical tools.
4. Draw findings, suggestion and conclusions.
5. Prepare project report.

## **1.3 COURSE OUTCOMES**

After successful completion of this course, students will be able to –

1. Choose an appropriate topic for study and be able to clearly formulate the research problem.
2. Conduct the literature survey and construct the research objectives of the study.
3. Prepare the research design, including the sampling size and techniques and the statistical tools for the analysis of the data.

4. Gather relevant data, analyse and interpret the same, and test the hypotheses if necessary.
5. Draw appropriate findings and suggestions on the research problem based on data analysis and interpretation, and arrive for the logical conclusions.
6. Create a logically coherent project report.
7. Clearly and effectively communicate research themes and contexts in writing and orally.

#### **1.4 PROJECT GUIDELINES**

Considering the importance of Project Work for M.Com students and the constraints of distance education, the Department of Studies and Research in Commerce has proposed simple and flexible guidelines. *The students shall start all the approval procedures, i.e. selection of an organisation, selection and approval of the proposed topic and approval of the guide (from 1.4.1 to 1.4.5), and complete them during the 3<sup>rd</sup> semester of M.Com (i.e. before the 4<sup>th</sup> semester begins).*

In preparing the project, the student shall be required to follow the guidelines/instructions mentioned below:

##### **1.4.1 TYPE OF PROJECT**

The project work you are taking may be any of the following types:

- a) A case study of an organization/Industry/Companies.
- b) A comparative study of inter-organizational or intra-organizational performance during different periods.

It may be based either on primary data or secondary data or both.

##### **1.4.2 SELECTION OF AN ORGANISATION**

The student, before starting the project work, should select an organisation where he/she intends to carry out the proposed project work. Such an organisation may be either the one where the student is working or any other organisation permitting the student to do the proposed project work. In both the cases, Official Letter of Acceptance is to be obtained from the concerned. Finally, at the time of submitting the project report, an original copy of Project Completion Certificate on the Company Letter Head that is duly signed by the concerned officer with a seal must be enclosed.

**Note: It is not compulsory to do project by selecting a company. In such a case, the student is not required to obtain Letter of Acceptance. However, he or she shall select any academic experts as project guide.**

### **1.4.3 SELECTION OF A TOPIC**

The student is advised to select any topic that has relevance to the current scenario of business/economy/industry, based on his/her area of specialisation chosen at the time of admission and in consultation with his or her project guide. In case, the student wants to work in areas like taxation, banking, insurance, etc., they can choose a topic from those areas after consulting their guide. The student is instructed to mention three (03) proposed title of the project in the Project Approval Letter.

### **1.4.4 PROJECT GUIDE/SUPERVISOR**

1. A Proposed guide can be a full time faculty with the following eligibility.
  - a) A post-graduation in Commerce/Management from a recognised university with a minimum of five years of teaching and research in his/her area of specialisation; or
  - b) A Professional, may be a CA, CMA, CS, etc., with an outstanding research contribution through publications, like Books, Articles in leading Journals/Magazines, etc.; or
  - c) An Academic Counsellor of the University, handling classes for M.Com with a minimum of five years research experience in his or her area of study; or
  - d) A Professor/Associate Professor/Assistant Professor of any Indian University with a minimum of five years research experience in the field of Commerce or Management; or
  - e) Any approved panel member of the Department of Studies and Research in Commerce, Karnataka State Open University, Mysuru, who has been involved in Board of Examination/Board of Studies/course development/Course revision/counselling with a minimum five years of research experience in the respective field [Bio-data is not required].
2. The Student can also select any full-time faculties of the Department of Commerce or Department of Management, Karnataka State Open University, Mysuru, as a project guide [Bio-data is not required].

3. Original certified copy of the bio-data of the proposed guide has to be provided to get an approval as per the format given in Annexure – 2. The bio-data should be on the personal/official letter-head of the proposed guide along with duly signed with seal. (Biodata is not applicable for the department faculties and approved panel of examiners of KSOU, Mysuru.)

**Note:**

- a. Spouse, direct relatives and blood relations are not permitted to be the guide.
- b. The student is advised to select the guide in the relevant area of the selected topic or specialisation.

#### **1.4.5 SUBMISSION OF PROJECT APPROVAL LETTER**

After selection of the topic, selection of guide, the student shall fill the project approval letter in the format as mentioned in annexure – 1 and send the original (student and office copies) of the same in duplicate to the below mentioned address:

**The Chairperson,  
Department of Studies and Research in Commerce,  
Karnataka State Open University,  
Academic Block, 18th Main, Vijayanagar 3<sup>rd</sup> Stage, 'B' Block,  
Mukthagangothri, Mysuru – 570030**

#### **SOME IMPORTANT POINTS BEFORE SENDING PROJECT APPROVAL LETTER**

The student shall ensure the following:

1. An original proforma for **project approval Letter**, in **duplicate (Student and Office Copy)** is enclosed (Annexure – 1).
2. **Bio-data** of the guide (Annexure – 2) or
3. **A Letter of Acceptance** from the Company (Annexure – 3) is enclosed [only for the company project].
4. You are requested to send one **self-addressed envelope** along with the project approval letter to the department.
5. The student is advised to **retain a copy** of the project approval letter.
6. Incomplete details will not be considered in any respect.

**Note:** *No student is advised to start the research work until he/she receives the project approval letter from the University.*

- **Communication of the Approval of the Proposed Topic and Proposed Guide:** A written communication of approval or non-approval of the topic among three (03) proposed project titles mentioned in the project approval letter and approval or non-approval of guide will be sent to the student upon receipt of the approval letter in the Department.
- **Resubmission of the Project Approval Letter (Annexure – 1) in Duplicate:**
  - i. If the **proposed topic is not approved**, the student will be notified with comments and suggestions for reframing the topic of the project. In such a case, the student should revise title, based on the suggestions and submit the revised Approval Letter in fresh along with necessary annexures to the Chairperson, Department of Commerce (address same as above).
  - ii. In case the **proposed guide is not approved**, the student shall be advised to change the guide and submit the Approval Letter afresh with the seal and signature of the new guide along with all annexures to the Chairperson, Department of Commerce (address same as above).

**Note:**

*1) The students shall start all the approval procedures, i.e. selection of an organisation, selection and approval of topic, approval of the guide (from 1.4.1 to 1.4.5) and complete them during the 3<sup>rd</sup> semester of M.Com (i.e. before the 4<sup>th</sup> semester begins).*

*2) Selection of an organisation, obtaining letter of acceptance is not applicable to the student who do not take up project in a company for the study.*

#### **1.4.6 PROJECT REPORT**

During the fourth semester, the student is required to work on the preparation and completion of a project report.

##### **1. Specifications of the Project Report:**

- Font size: 12; Font Style: Times New Roman; Line Spacing: 1.5 spacing.
- Total number of pages: 100 to a maximum of 120 pages (excluding appendices and exhibits).
- Printed on one side bond sheet (A4 size only).
- Soft Binding (Hard binding or Spiral binding will not be accepted).



## 2. Format of the Project Report

The student shall arrange the following certificates in an order at the time of soft binding of a project report (As mentioned below).

1. **Title Page** (Annexure – 4)
  2. The original '**Project Approval Letter**' issued by the Chairperson, Department of Studies and Research in Commerce, Karnataka State Open University, Mysuru – Student Copy (as per annexure – 1).
  3. **Chairperson's Certificate** (Annexure – 5)
  4. **Guide Certificate** (Annexure – 6)
  5. A '**Project Completion Certificate**' from the company on its official letter head and duly signed by the concerned authority (as per annexure–7). (Not applicable to the student who do not take up camp any for the study)
  6. **Declaration of the Student** (Annexure – 8)
  7. Acknowledgement
- 
- A. Contents
  - B. List of Tables
  - C. List of Figures
  - D. Abbreviations

## CHAPTER DETAILS

**Chapter – I: Introduction**

**Chapter – II: Review of Literature**

**Chapter – III: Research Methodology**

- A. Research Gap
- B. Statement of the Problem and justification of the study
- C. The need for the study
- D. Objectives of the study
- E. Hypotheses of the study
- F. Scope of the Study
- G. Research Methodology
  - Selection of Variables
  - Sources of Data Collection
  - Sampling Size and Design
  - Statistical Tools
- H. Delimitations of the study
- I. Chapter Scheme

## **Chapter – IV: Conceptual Framework and Industry Profile**

## **Chapter – V: Data Analysis and Interpretation**

## **Chapter – VI: Summary of Findings, Suggestions and Conclusion**

- BIBLIOGRAPHY
- APPENDICES (Questionnaire used, financial statements, etc.)

### **3. Submission of Project Report:**

- a. Every student must bind a minimum of **two sets of the Final Project Report (Soft Bind)**.
- b. Submit **one copy** to the Chairperson, Department of Studies and Research in Commerce, Karnataka State Open University, Mysuru – 570006.
- c. On the day of the viva-voce examination, bring the **second copy** as student personal copy, along with the examination hall ticket.

### **1.5 EVALUATION OF THE PROJECT REPORT**

1. **Project Report:** The Project Report carries 150 marks (maximum). As a result, students must pay greater attention not only to the preparation of project but also on the timely submission of their project report to the department.
2. **Viva-Voce Examination:**
  - a. Every student is required to come in person to the Viva-Voce examination on the day and at the time as scheduled or announced by the university.
  - b. The viva-voce examination will be conducted by the duly appointed Board of Examiner's in the notified centres of the university.
  - c. The Viva-Voce Examination also carries 50 marks (maximum).
  - d. The timely submission of the project report is a pre-requisite for attending the Viva-Voce examination.

KARNATAKA STATE



OPEN UNIVERSITY

MUKTHAGANGOTHRI, MYSURU-570 006

DEPARTMENT OF STUDIES AND RESEARCH IN COMMERCE

## PROFORMA FOR PROJECT APPROVAL LETTER

Reg. No. : \_\_\_\_\_

Name of the Student : \_\_\_\_\_

Address of the Student : \_\_\_\_\_

Mobile No. : \_\_\_\_\_

Area of Specialization : Accounting/ Finance/ HR/ Marketing/ Banking/  
Taxation/ Others, Specify\_\_\_\_\_

Name of the Guide : \_\_\_\_\_

Designation : \_\_\_\_\_

Official Address : \_\_\_\_\_

Mobile No. : \_\_\_\_\_

Proposed Title of the Project : 1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Signature of the Student

Date:

Signature of the Guide

Date:

*(For Office Use only)*

Project Topic	Project Guide
APPROVED	APPROVED
NOT APPROVED	NOT APPROVED

Comments / Suggestions: \_\_\_\_\_

Signature of the Faculty

Signature of the Chairperson

KARNATAKA STATE



OPEN UNIVERSITY

MUKTHAGANGOTHRI, MYSURU-570 006

DEPARTMENT OF STUDIES AND RESEARCH IN COMMERCE

### PROFORMA FOR PROJECT APPROVAL LETTER

Reg. No. : \_\_\_\_\_

Name of the Student : \_\_\_\_\_

Address of the Student : \_\_\_\_\_

Mobile No. : \_\_\_\_\_

Area of Specialization : Accounting/ Finance/ HR/ Marketing/ Banking/  
Taxation/ Others, Specify\_\_\_\_\_

Name of the Guide : \_\_\_\_\_

Designation : \_\_\_\_\_

Official Address : \_\_\_\_\_

Mobile No. : \_\_\_\_\_

Proposed Title of the Project : 1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Signature of the Student

Date:

Signature of the Guide

Date:

(For Office Use only)

Project Topic	Project Guide
APPROVED	APPROVED
NOT APPROVED	NOT APPROVED

Comments / Suggestions: \_\_\_\_\_

Signature of the Faculty

Signature of the Chairperson

**In the Official Letter Head**

Date: \_\_\_\_\_

**BIO-DATA OF THE PROPOSED GUIDE**

NAME (in block letters) : \_\_\_\_\_  
Qualification : \_\_\_\_\_  
Designation : \_\_\_\_\_  
Official Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone No. : \_\_\_\_\_  
E-mail id : \_\_\_\_\_  
No of years of Experience : \_\_\_\_\_  
Area of Specialization : Accounting/ Finance/ HR/ Marketing/ Banking/  
Insurance/Taxation/ Other Specify\_\_\_\_\_.

I do hereby accept to guide Mr./Ms./Mrs.\_\_\_\_\_, Reg.No.\_\_\_\_\_,  
the student of the II year or Final year M.Com (CBCS) Programme of the Karnataka State  
Open University, Mukthtagangothri, Mysuru-570006, to carry out the project work for the  
academic year \_\_\_\_\_.

**Signature of the Guide with seal**

**In Company Letter Head**

(Applicable for the student who select company for the study)

Date: .....

To,  
The Chairperson,  
DOS & R in Commerce,  
Karnataka State Open University,  
Mukthagangothri, Mysuru, Karnataka.

**LETTER OF ACCEPTANCE**

This is to inform you that, we have accepted and granted permission to  
Mr./Ms./Mrs. \_\_\_\_\_, bearing Reg. No. \_\_\_\_\_, for  
doing project work on the topic entitled “ \_\_\_\_\_  
\_\_\_\_\_ ”

for the partial fulfilment of the award of the degree of M.Com at Karnataka State  
Open University, Mysuru, Karnataka.

Place:

Date:

**Signature of the Officer with Seal**

**“TITLE OF THE PROJECT”**

Project Report submitted to Karnataka State Open University  
in partial fulfilment for the award of the degree of

**MASTER OF COMMERCE**

Submitted By

**Name of the Student:**

**Reg. No.:**

**M.Com 4<sup>th</sup> Semester**

Under the guidance of

Name of the Guide:

Designation:

Official Address: \_\_\_\_\_

\_\_\_\_\_



**Department of Studies and Research in Commerce**

**KARNATAKA STATE OPEN UNIVERSITY**

**Mukthagangothri, Mysuru, Karnataka**

**Year**

**KARNATAKA STATE**  **OPEN UNIVERSITY**

MUKTHAGANGOTHRI, MYSURU-570 006  
**DEPARTMENT OF STUDIES AND RESEARCH IN COMMERCE**

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**CHAIRPERSON'S CERTIFICATE**

This is to certify that **Mr/Ms./Mrs.** \_\_\_\_\_, bearing the **Reg. No.** \_\_\_\_\_, has successfully completed the project work on “ \_\_\_\_\_ ” under the guidance of \_\_\_\_\_ . The project report is submitted to the Department of Studies and Research in Commerce, Karnataka State Open University, Mysuru in partial fulfilment of the requirement for the award of **Master of Commerce (M.Com)** during the academic year **20\_\_ - 20\_\_**.

Place:

Date:

**Chairperson**



In the Official Letter Head

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**GUIDE CERTIFICATE**

This is to certify that the project report entitled “\_\_\_\_\_”  
\_\_\_\_\_” submitted by  
**Mr./Ms./Mrs.** \_\_\_\_\_, bearing **Reg. No.** \_\_\_\_\_,  
to the Department of Studies and Research in Commerce, Karnataka State Open University,  
Mysuru. The work done under my guidance has been satisfactory and is recommended for the  
consideration towards partial fulfilment for the award of the degree of **Master of Commerce**  
**(M.Com)**.

Place:

Date:

**Name and Signature of the**  
**Guide with seal**

**In Company Letter Head**

(Applicable to the student who select the company for the study)

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Date: .....

**PROJECT COMPLETION CERTIFICATE**

This is to certify that the project work entitled “ \_\_\_\_\_  
\_\_\_\_\_ ” is  
based on the original project work conducted by **Mr./Ms./Mrs.** \_\_\_\_\_,  
bearing **Reg. No.** \_\_\_\_\_, in our company. The work has been  
satisfactory and is recommended for consideration towards partial fulfilment of the  
requirement for the award of the degree of **Master of Commerce (M.Com)**.

Place:

Date:

**Signature of the Officer with Seal**

**KARNATAKA STATE OPEN UNIVERSITY**

MUKTHAGANGOTHRI, MYSURU-570 006

**DEPARTMENT OF STUDIES AND RESEARCH IN COMMERCE****DECLARATION**

I hereby declare that the Project Report entitled “\_\_\_\_\_”  
\_\_\_\_\_” is submitted  
to the Department of Studies and Research in Commerce, Karnataka State Open University,  
Mysuru, in partial fulfilment for the award of the degree of **Master of Commerce (M.Com)**  
is an original research work carried out by me under the guidance of \_\_\_\_\_  
\_\_\_\_\_.

I also declare that the report was neither submitted to any other University or  
Institution for the award of any Degree/Diploma/Certificate nor published elsewhere any time  
earlier.

Place:

Date:

**Name and Signature of the Student****Reg. No.**

Fourth Semester, Master of Commerce  
Department of Studies and Research in Commerce  
Karnataka State Open University,  
Mysuru.