Tilak Maharashtra Vidyapeeth

Declared as a Deemed to be University Under Section 3 of UGC Act 1956

Reaccredited by NAAC with'B++'Grade

ISO21001 : 2018 Certified

BACHELOR OF COMMERCE (B.Com)

SYLLABUS For

2nd Year IV Semester

(Applicable from 2024-2025)

	Second Year - Semester IV									
Sr. No.	Subject Code	Subject Name	Category of Subject	Credits		Theory Marks		Practical Marks		Total Marks
						Internal	External	Internal	External	
1	BCOM24-401	Advanced Corporate Accounting	Core	4	-	40	60	-	-	100
2	BCOM24-402	Business Regulatory Framework (व्यवसाय नियमन संरचना)	Core	3	-	40	60	-	-	100
3	BCOM24-403	Indian & Global Economics (भारतीय आणि जागतिक आर्थिक विकास)	Core	3	-	40	60	-	-	100
Costing & Accounting Specialization										
4	BCOM24-404C	Introduction to Costing	Discipline Specific Elective	4	-	40	60	-	-	100
5	BCOM24-405C	Methods of Costing		4	-	40	60	-	-	100
Banking & Finance Specialization										
4	BCOM24-404B	Fundamentals of Banking (बँक व्यवसायाची मुलतत्वे)	Discipline Specific Elective	4	-	40	60	-	-	100
5	BCOM24-405B	Indian Banking Environment Trends & Policies (भारतीय बँकिंग वातावरण टेंड आणि धोरणे)		4	-	40	60	-	-	100
6	BCOM24-406	Indian Knowledge System-Ancient Indian Taxation System	IKS (Discipline Specific)	2	-	50	-	-	-	50
7	BCOM24-407	Internship (Practical)	Internship	2	-	50	-	-	-	50
Total				**22**		**300**	**300**	**-**		**600**

SEMESTER- IV

DEPARTMENT OF MANAGEMENT

NAME OF THE PROGRAM: B.COM
PROGRAM CODE: 082
YEAR OF INTRODUCTION: 2024

Syllabus Code No.	**082**	
YEAR	**2nd year**	
SEMESTER	**IV**	
NAME OF COURSE	**Advanced Corporate Accounting**	
CATEGORY	**Core**	
COURSE CODE	**B.Com24-401**	
PAPER NO	**1**	
MARKING SCHEME	**End-Semester (EXT): 60**	**Continuous evaluation (INT): 40 Total : 100**
CREDITS – MARKS	**Total: 100 Marks : Credit: 4 Passing: 40 %**	
	Theory : Yes	**Practical :-NA**
TEACHING HOURS	**Theory: 60 Hours**	**Practical: 0**

COURSE OBJECTIVES:

- **COBJ1:** Develop a deep understanding of the accounting framework and standards governing corporate financial reporting.
- **COBJ2:** Equip students with the ability to prepare and analyze consolidated financial statements for corporate groups.
- **COBJ3:** Provide knowledge on complex corporate accounting issues, including mergers, acquisitions, and foreign currency transactions.
- **COBJ4:** Enhance students' ability to apply accounting principles in real-world corporate financial decision-making.

COURSE OUTCOME:

- **CO1:** Prepare consolidated financial statements in compliance with accounting standards.
- **CO2:** Analyze and account for mergers, acquisitions, and corporate restructuring.
- **CO3:** Apply foreign currency translation methods in corporate financial reporting.
- **CO4:** Evaluate the financial performance of corporate entities using advanced financial analysis techniques.

COURSE DETAILS:

Unit No	Title of unit with detailed content	No of teaching-learning hours per unit	Theory	Practical	Marks Weightage	
					INT (continuous evaluation)	EXT (end-sem)
1	Accounting for Share Capital and Debentures	16	16	NA	10	20
2	Financial Statement of Companies	16	16	NA	05	15
3	Valuation of Goodwill and Shares	16	16	NA	10	05
4	Emerging Trends in Corporate Accounting	6	6	NA	05	10
5	Recent Development In Corporate Accounting	6	6	NA	10	10
Total Hours					40	60

PROGRAM CODE: 082
YEAR of Introduction: 2024

Syllabus Code No.	**082**	
YEAR	**2nd year**	
SEMESTER	**IV**	
NAME OF COURSE	**Business Regulatory Framework**	
CATEGORY	**Core**	
COURSE CODE	**BCOM24-402**	
PAPER NO	**2**	
MARKING SCHEME	**End-Semester (EXT):**	**Continuous evaluation (INT):**
CREDITS – MARKS	**Total: 100 Marks Credits: 3 - Passing : 40 %**	
	Theory : Yes	**Practical :-NA**
TEACHING HOURS	**Theory: 45 Hours**	**Practical: 0**

COURSE OBJECTIVES:

- To understand the concepts of business laws
- To provided students knowledge of provisions of commercials laws

COURSE OUTCOME:

- Students understand important sections of laws like Contract act, Sales of Goods Act Negotiable instrument and Consumers protection Act.
- Definition and explanations of various terms.
- Identify the case laws under these Act Explanation of the protection of consumer

COURSE DETAILS:

Unit No	Title of unit with detailed content	No of teaching-learning hours per unit	Theory	Practical	Marks Weightage	
					INT (continuous evaluation)	EXT (end-sem)
1	Indian Contract Act (1872)	09	20	N/A	08	12
2	Sale of Goods Act (1930)	06	20	N/A	08	12
3	Negotiable Instrument Act (1881)	10	20	N/A	08	12
4	Consumer Protection Act (1986)	08	20	N/A	08	12
5	Intellectual Property Rights	12	20	N/A	08	12
Total Hours		**45**	100	N/A	40	60

PROGRAM CODE: 082
YEAR of Introduction: 2024

Syllabus Code No.	**082**	
YEAR	**2nd Year**	
SEMESTER	**IV**	
NAME OF COURSE	**Indian & Global Economics**	
CATEGORY	**Core**	
COURSE CODE	**BCOM24-403**	
PAPER NO	**3**	
MARKING SCHEME	**End-Semester (EXT):**	**Continuous evaluation (INT):**
CREDITS – MARKS	**Total: 100 Marks : Credit: 3 Passing : 40 %**	
	Theory : Yes	**Practical :-NA**
TEACHING HOURS	**Theory: 45 Hours**	**Practical: 0**

COURSE OBJECTIVES:

- To explore the basic characteristics of the Indian economy as an emerging economy and compare it with developed economies.
- To understand agricultural, industrial, and infrastructure development in India since independence.
- To analyze the role of human resources, global economic development, and foreign capital in India's economic growth.
- To examine India's participation in regional and international economic cooperation and its impact on the global stage

COURSE OUTCOME:

1. Students will understand the key characteristics and comparisons of the Indian economy with developed economies.
2. Students will analyze the development, challenges, and policies in agriculture, industry, and infrastructure in India.
3. Students will interpret the role of human resources, global economic development, and foreign capital in shaping India’s economy.
4. Students will evaluate India’s foreign trade policies, balance of payments, and its role in global economic organizations

COURSE DETAILS:

Unit No	Title of unit with detailed content	No of teaching-learning hours per unit	Theory	Practical	Marks Weightage	
					INT (continuous evaluation)	EXT (end-sem)
1	Introduction: Basic Characteristics of the Indian Economy as an Emerging Economy. Comparison of Indian Economy, with Developed Economies with respect to : National Income, Per Capita Income, Agriculture, Industry, Service Sector	07	07	NA	06	09
2	Agricultural Development in India Since Independence. Place of Agriculture in the Indian Economy. Constraints in Agricultural Development. Rural Indebtedness − Causes and Measures. Agricultural Marketing − Problems and Measures. Price Policy - Minimum Support Price (MSP)	07	07	NA	06	08
3	Industrial Development in India Since 1991: Role of Industrialization in Economic Development. Role of Large Scale and Small Scale and Medium Enterprises (SMEs) - Problems and Prospects. New Industrial Policy 1991. Evaluation of New Industrial Policy (1991)	07	07	NA	05	07
4	Infrastructure in India Since 1991: Role of Basic Infrastructure in Economic Development of India. Private v/s Public Investment in Infrastructure Development. Role of Private Sector in Infrastructural Development. Role of Public Sector in Infrastructural Development	05	05	NA	05	07
5	Human Resource Development: Role of Human Resource in Economic Development. Concept of Human Development Index (HDI). Concept of Human Poverty Index (HPI). Concept of Gender - related Development Index. Gender Employment Measures	05	05	NA	05	07
6	Global Economic Development and Foreign Capital: Meaning and Challenges of Liberalization, Privatization and Globalization. Meaning and Role of Foreign Capital. Need for Foreign Capital. Forms of Foreign Capital. Advantages and Disadvantages of Foreign Capital	06	06	NA	05	08
7	Foreign Trade and Balance of Payment Importance of Foreign Trade in Economic Development. Concept of Balance of Trade and Balance of Payment. Indian Balance of Payment Since 1991 Convertibility of Indian Rupee - Current and Capital Accounts. Current Export-Import Policy (Ex-Im Policy). South Asian Association for Regional Co-operation (SAARC). International Monetary Fund (IMF). World Bank or International Bank for Reconstruction and	08	08	NA	08	14

	Development (IBRD). World Trade Organization (WTO). BRICS - Introduction and Functions					
Total Hours					40	60

PROGRAM CODE: 082
YEAR of Introduction: 2024

Syllabus Code No.	**082**	
YEAR	**2nd Year**	
SEMESTER	**IV**	
NAME OF COURSE	**Introduction to Costing**	
CATEGORY	**DSE**	
COURSE CODE	**BCOM24-404C**	
PAPER NO	**4**	
MARKING SCHEME	**End-Semester (EXT): 60**	**Continuous evaluation (INT): 40**
CREDITS – MARKS	**Total: 100 Credits: 4 Passing: 40%**	
	Theory : Yes	**Practical: No**
TEACHING HOURS	**Theory: 60 Hours**	**Practical: 0**

COURSE OBJECTIVES:

- To understand the fundamental concepts and elements of cost, including materials, labour, and other expenses.
- To learn the classification of costs and various types of costs used in cost accounting.
- To study labour turnover, labour cost calculation, and different methods of remuneration and incentives.

COURSE OUTCOM

By the end of the course, students will be able to understand:

1) Students are acquainted with the knowledge of various cost concepts
2) To understand recording and ascertaining costs
3) Calculations relating to material and labour costs.
4) To understand store organization, material accounting and inventory turnover

COURSE DETAILS:

Unit No	Title of unit with detailed content	No of teaching-	Theory	Practical	Marks Weightage	
		learning hours per unit			INT (continuous evaluation)	EXT (end-sem)
1	**Introduction of various concepts:** Cost, costing, cost accounting, cost accountancy Objectives of cost accounting Limitation, advantages of costing system. Essential of ideal costing system. Difference between cost and financial accounting Cost units & imp; cost centres.	8	8	NA	5	5
2	**Element of cost**: Material, Labour and other expenses Classification of costs and types of costs Preparation of Cost Sheets, Tenders and quotations.	18	18	NA	15	20
3	**Material:** Need & essentials of Material control Procedure of scientific purchasing Purchase control Documentation - Stock level Maximum, Minimum, Re- order and EOQ	12	12	NA	5	10
4	**Store Organisation:** Material Accounting, & Inventory control classification and codification of inventory Material records – Bin card, store ledger Issue of material and pricing methods of Issue of Material Inventory control: - Periodic and perpetual stock taking Control of Waste, Scrape, defectives and spoilage ABC Analysis Inventory Ratios	11	11	NA	10	15
5	**Labour cost, Remuneration & Incentives**: Introduction – Direct & Indirect Labour, organization for accounting & control of labour cost, Time Records – Timekeeping, Methods of Time keeping Time Booking – Methods of Time Booking Difference between Time Keeping & Time Booking a. Methods of Remuneration Introduction Essentials of a satisfactory system of Labour Remuneration Time wages Piece Rate Difference between Time Rate & Piece Rate b. Bonus Plans c. Incentive plan	5	5	NA	3	5
6	**Labour Turnover:** Meaning, causes of Labour turnover , Labour turnover Rates Effects of Labour Turnover, Reduction of Labour Turnover	6	6	NA	2	5
	Total	**60**	**60**	NA	**40**	**60**

PROGRAM CODE: 082
YEAR of Introduction: 2023

Syllabus Code No.	**082**		
YEAR	**2nd Year**		
SEMESTER	**IV**		
NAME OF COURSE	**Methods of Costing**		
COURSE CODE	**BCOM24-405C**		
PAPER NO	**5**		
MARKING SCHEME	**End-Semester (EXT): 60**	**Continuous evaluation (INT): 40**	
CREDITS – MARKS	**Total: 100**	**Credits: 4**	**Passing: 40%**
	Theory : Yes	**Practical : NA**	
TEACHING HOURS	**Theory: 60 hours**	**Practical: NA**	

COURSE OBJECTIVES:

- To understand the concept and definition of overheads in cost accounting.
- To learn the methods of collection, allocation, apportionment, and reapportionment of overhead expenses.
- To study the concepts of under-absorption and over-absorption of overheads.
- To gain knowledge of different methods of costing, with a focus on job costing and contract costing.

COURSE OUTCOMES: -

- Students understand the concepts, principles and application of overheads.
- They understand various methods of costing and their application
- They understand operating costing, cost units, cost sheets for transport
- To know the meaning of process costing: - inter-process profit and theory

COURSE DETAILS:

Unit No	Title of unit with detailed content	No of teaching-	Theory	Practical	Marks Weightage	
		learning hours per unit			INT (continuous evaluation)	EXT (end-sem)
1	**Overheads**: Meaning, Definition, and classification Collection, Allocation, Apportionment and Reapportionment of overheads Overhead absorption – meaning and methods Under & over absorption of overheads – Meaning, Reasons and accounting treatment Control of production overheads, Administration overheads and selling and distribution overheads. Special items of overhead costs and treatment: Capacity cost, capacity cost, Research and development cost, depreciation cost, cost of obsolescence, cost of tools and cost of training	20	18	NA	10	20
2	**Methods of costing:** Meaning and methods of costing – Needs for various methods Job costing - Meaning, Features, Advantages, limitations & preparation of job cost sheet. Contract costing – definition, features, preparation of contract account with works certified, uncertified, escalation clause, profit on complete contract, cost plus contract	10	10	NA	10	10
3	**Process costing:** Meaning, features, preparation of process account with normal or abnormal loss or gain. Inter-process profit Theory – Joint product, by-product	14	14	NA	12	15
4	**Operating costing:** Meaning, features Cost unit: simple and composite Cost sheet for transport, Hospital, Canteen etc.	10	10	NA	5	10
5	**Material cost:** objectives, introduction, cost of material and methods of purchasing, store keeping and functions of store keeping, inventory control and objectives of inventory control	6	8	NA	3	5
	Total	**60**	**60**	NA	**40**	**60**

PROGRAM CODE: 082
YEAR of Introduction: 2024

Syllabus Code No.	**082**	
YEAR	**2^{st} year**	
SEMESTER	**IV**	
NAME OF COURSE	**Fundamentals of Banking**	
CATEGORY	**DSE**	
COURSE CODE	**B.Com24-404B**	
PAPER NO	**4**	
MARKING SCHEME	**End-Semester (EXT):**	**Continuous evaluation (INT):**
CREDITS – MARKS	**Total: 100 Marks Credit : 4 Passing : 40 %**	
	Theory : Yes	**Practical :-NA**
TEACHING HOURS	**Theory: 60 Hours**	**Practical: 0**

COURSE OBJECTIVES:

- **COBJ1:** Understand the basic principles and functions of the banking system.
- **COBJ2:** Develop knowledge of different types of banks, banking products, and services.
- **COBJ3:** Familiarize students with the regulatory framework and legal environment governing the banking sector.
- **COBJ4:** Equip students with the skills to analyze banking operations and financial performance

COURSE OUTCOME:

- **CO1:** Explain the structure and functioning of the banking system.
- **CO2:** Identify and evaluate different types of banking products and services.
- **CO3:** Apply knowledge of banking regulations and compliance requirements in real-world scenarios.
- **CO4:** Analyze the financial performance of banks using key performance indicators.

COURSE DETAILS:

Unit No	Title of unit with detailed content	No of teaching-learning hours per unit	Theory	Practical	Marks Weightage	
					INT (continuous evaluation)	EXT (end-sem)
1	Introduction	06	06	NO	05	10
2	Functions of Commercial Banks	14	14	NO	10	10
3	Procedures for opening of Different types of accounts &types of customers	10	10	NO	05	10
4	Lending Principles ,credit creations and Balance sheet of a commercial banks	08	08	NO	05	10
5	Negotiable instruments	08	08	NO	05	10
6	Endorsement	07	07	No	05	05
7	Use of Modern Technology in Banking	07	07	No	05	05
Total Hours					40	60

PROGRAM CODE: 082
YEAR of Introduction: 2024

Syllabus Code No.	**082**	
YEAR	**2nd Year**	
SEMESTER	**IV**	
NAME OF COURSE	**Indian Banking Environment Trends & Policies**	
CATEGORY	**DSE**	
COURSE CODE	**BCOM24-405B**	
PAPER NO	**5**	
MARKING SCHEME	**End-Semester (EXT): 60**	**Continuous evaluation (INT): 40**
CREDITS – MARKS	**Total: 100 Credits: 4 Passing: 40%**	
	Theory : Yes	**Practical: Yes**
TEACHING HOURS	**Theory: 60 hours**	**Practical: Yes**

COURSE OBJECTIVES:

1. Develop proficiency in Microsoft Word for creating and formatting business documents, reports, andletters.
2. Acquire practical skills in Microsoft Excel for data management, analysis, and basic financialmodelling.
3. Master Microsoft PowerPoint for creating engaging and impactful presentations to convey businessideas effectively.
4. Apply the knowledge gained to enhance productivity, communication, and problem-solving in variousbusiness scenarios.

COURSE OUTCOMES:

After completion of the course, students will be able to:

1. Gain proficiency in creating, editing, and formatting documents efficiently.
2. Gain competency in managing data through filtering, validation, and data protection.
3. Create, edit and formatting spreadsheets with formulas and functions.
4. Design presentations through PowerPoint tools and deliver them confidently and professionally.

COURSE DETAILS:

Unit No	Title of unit with detailed content	No of teaching- learning hours per unit	Theory	Practical	Marks Weightage	
					INT (continuous evaluation)	EXT (end-sem)
1	**Indian Banking Sector Overview:** Indian Banking Sector at a Glance, Emerging Issues and Policy Responses, RBI response to COVID -19 Disruptions	15	15	NA	10	15
2	**Indian Banking Sector: Practices and Enablers:-** Human Resource Management, Marketing of Banking Products, Environment sensitivity in Banking Operations, Banking Ethics: Changing Dynamics , Consumer Behavior: Product Planning and Development Strategies	15	15	NA	10	15
3	**Indian Banking Sector: Emerging Trends** Promoting Digitization and Managing Technology, Integrated Risk Management& Asset Growth Cyber Security Risks, Documentation Frauds (Fraudulent KYC /Financials), measures to identify these frauds) Growth of NBFC sector and Regulatory Approach, Small Finance and Digital payment Banks	10	10	NA	10	10
4	**Performance and policy environment of Scheduled Commercial Banks** Financial Parameters of Scheduled Commercial Banks: Analysis Monetary Policy and Liquidity management. Regulatory and Supervisory Policies	10	10	NA	5	10

	(Financial Parameters of Select Banks to be analyzed)					
5	**Sectoral Deployment of Bank Credit and NPAs:** Bank Credit to Key Sectors of the Economy, Movements in Non-Performing Assets by Bank Group, Classification of Loan Assets by Bank Group, NPAs of SCBs Recovered through Various Channels.	10	10	NA	5	10
	Total	**60**	**60**	NA	**40**	**60**

PROGRAM CODE: 082
YEAR of Introduction: 2024

Syllabus Code No.	**082**		
YEAR	**2nd Year**		
SEMESTER	**IV**		
NAME OF COURSE	**Ancient Indian Taxation System (IKS- Discipline Specific)**		
CATEGORY	**IKS-DS**		
COURSE CODE	**BCOM24-406**		
PAPERNO	**6**		
MARKING SCHEME	**Internal Evaluation(INT): 50**		
CREDITS–MARKS	**Total:50**	**Credits: 2**	**Passing:40%**
	Theory: No	**Practical: Yes**	
TEACHINGHOURS	**Theory: 30 Hours**	**Practical: 0**	

Course Objectives:

Studying the ancient Indian taxation system can be a fascinating and informative Endeavour.

- To guide your study effectively, it's important to establish clear objectives.
- Historical Understanding: Gain a deep historical understanding of how taxation evolved in ancient India, including its origins, development, and changes over time.
- Economic Insights: Explore the economic aspects of taxation, such as how tax revenues were collected, managed, and utilized to support various functions of ancient Indian society.
- Social and Political Impact: Analyze the social and political implications of taxation in ancient India, including its effects on different segments of society ,power structures, and governance.

Course Outcomes-

1. Historical Understanding: A thorough study can provide you with a deep historical understanding of how taxation systems evolved in ancient India, including their origins, development, and historical context.
2. Expertise: students can become an expert in the field of ancient Indian taxation, which can be Valuable for academic or professional purposes.
3. Comparative Analysis: Studying this topic allows you to make comparisons between ancient Indian taxation systems and those of other civilizations or historical periods, offering valuable insights into the broader history of taxation.

COURSE DETAILS:

Unit No	Title of unit with detailed content	No of teaching-learning hours per unit	Theory	Practical	Marks Weightage	
					INT (continuous evaluation)	EXT (end-sem)
1	Taxation In India-Genesis and Evolution: Taxation In Mauryan –Kautilyas Arthshtrashatra on Taxation In Gupta Era. Taxation In Medieva lndia –Delhi sultanate and Mughal Era. Taxation System Under Maraths and British Rule	15	15	NA	25	00
2	Principles and types of taxation in Ancient India: Historical perspectives of Taxation in India. The General Principles of Ancient Indian Taxation system. Types of Taxation in Ancient India-tax exemption and additional taxation. Methods of tax collection	15	15	NA	05	00
		30	**30**	**00**	**50**	**00**

PROGRAM CODE: 082
YEAR of Introduction: 2024

Syllabus Code No.	**082**		
YEAR	**2nd Year**		
SEMESTER	**IV**		
NAME OF COURSE	**Internship (Practical)**		
CATEGORY	**Internship**		
COURSE CODE	**BCOM24-407**		
PAPERNO	**7**		
MARKING SCHEME	**Internal Evaluation(INT): 50**		
CREDITS–MARKS	**Total:50**	**Credits: 2**	**Passing:40%**
	Theory: No	**Practical: Yes**	
TEACHINGHOURS	**Theory: No**	**Practical: 60 Hours**	

Guidelines for Internship /Research Internship for Undergraduate Students (2023)

1. Objectives of the Internship

Purpose: To provide students with practical exposure to the real-world business environment, bridging the gap between theoretical knowledge and practical application.

Learning Outcomes: Students should gain insights into business operations, develop professional skills, and understand industry practices.

2. Duration and Nature of the Internship

Duration: 60 Hours of work in any organization with the approval of the department.

Nature: Internships can be in various sectors such as finance, marketing, human resources, accounting, or retail.

3. Selection of Internship Organization

Criteria: Organizations should be recognized and relevant to the student's field of study**.**

Approval: Students may need to obtain approval from their institution before commencing the internship**.**

4. Project Report

Content: The report should include an introduction to the organization, objectives of the internship, methodology, findings, analysis, and conclusions.

1. **Evaluation Criteria (Total: 50 Marks)**

Project Report (30 Marks):	**Presentation(10 Marks):**	**Supervisor's Feedback (10 Marks):**
Clarity of objectives and methodology Depth of analysis and findings Quality of writing and presentation Proper referencing and citation	Oral presentation of the project report Ability to answer questions and engage in discussion	Assessment by the faculty supervisor based on the student's performance during the internship and the quality of the report

6. Submission and Deadlines

Submission: Students are required to submit the final project report by a specified deadline, usually at the end of the semester. Deadline will be notified via notice to the students.

Format: **<u>A spiral bound report must be submitted to the Office or Centre</u>**.

7. Additional Considerations

Ethical Standards: Students should adhere to ethical guidelines, maintaining confidentiality and integrity during their internship.

Documentation: Maintaining a daily log or diary during the internship can be beneficial for both the student and the evaluator.

Guidelines for preparing Internship Report: The project work should be done under the guidance of Internal Faculty member allotted by the Department/ Institute.

Format / Presentation of Project Report

The format that the student should follow while submitting the project report as follows

a) Title Page

b) Vidyapeeth Certificate

c) Supervisor / Guide Certificate

d) Organization's Certificate, where the student did project

e) Index of contents with page numbers

- Chapter 1 - Introduction
- Chapter 2 – Need and Purpose of the study

  Rationale for the study, Objective of the study, Scope of the study
- Chapter 3 – Research Methodology
- Chapter 4 – Conclusion and Recommendation
- Profile of the company
- Findings
- Limitations if any

Guidance for the presentation of the project report:

Paper and Text

- The project report must be typed on A4 size white bond paper .
- The numbers should be sequential. The page number should be typed at the bottom right side.
- The project report shall have appropriate chapter scheme and be presented in a minimum of 20 pages (Approximately minimum of 5000 to 6000 words).
- The text should be double or 1.5 spaced. Each paragraph should be properly titled. Font should be Times New Roman with font size 12 for contents & 14 for paragraph headings and 16 for chapter headings.

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TMV 100+ Years Excellence in Education 1921

DECLARATION

I Ms. / Mr. ____ hereby declare that I am a student of B.Com ___ year, at Tilak Maharashtra Vidyapeeth and I want to do my internship at ____ (name of the organization) on my own free will. I will adhere to the standards of the organization and display professionalism during my internship.

Signature of the Student: **Date:**

Name of the Student: **Place:**

Permanent Registration No.:

APPROVAL FOR INTERNSHIP

Date:

To,

____

____

____

Dear Sir / Madam,

This is state that Mr. / Ms. ____,PRN __________________________is a student of Tilak Maharashtra Vidyapeeth and is presently pursuing _______ year of B.Com. He / She has to carry out internship for **80** hours. You are requested to kindly provide him/her with permission to undergo internship at your esteemed organization.

Yours faithfully,

Coordinator/ Head of the Department

Tilak Maharashtra Vidyapeeth

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RECORD OF WORK CARRIED BY STUDENT

Date	Time – Duration		Venue or Department	Nature of Work	Sign of Supervisor	Remarks
	From	To				

Signature of the Student

Signature of Coordinator

CERTIFICATE OF INTERNAL COMPLETION

This is to certify that Ms. / Mr. ____of Tilak Maharashtra Vidyapeeth (B.Com Programme - _________ year) has conducted and successfully completed the Internship at ______________________________ ______________________________ (name of the organization).

Student name:	**Supervisor name**:
PRN:	**Designation**:
Date:	**Organization name**:
Place:	**Signature of the Supervisor**:

Date:

Place:

Tilak Maharashtra Vidyapeeth

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ACKNOWLEDGEMENT OF SUBMISSION

This is to acknowledge that Ms./ Mr. ....

PRN. ....of B.Com (…………………..Year) has submitted the

Internship Report at Tilak Maharashtra Vidyapeeth, Department of Management, Commerce Section.

Date: **Signature of the receiver**

(With stamp)