BACHELOR OF COMMERCE (B.Com)

SYLLABUS For

2nd Year V Semester

(Applicable from 2024-2025)

Third Year - Semester V										
Sr. No.	**Subject Code**	**Subject Name**	**Category of Subject**	**Credits**		**Marks**		**Practical Marks**		**Total Marks**
						External	**Internal**	**External**	**Internal**	
1	BCOM24-501	Advanced Accounting	Core	4	-	60	40	-	-	100
2	BCOM24-502	Corporate Law (कंपनी कायदा)	Core	3	-	60	40	-	-	100
3	BCOM24-503	Taxation (आयकर)	Core	3	-	60	40	-	-	100
Costing & Accounting Specialization										
4	BCOM24-504C	Techniques of Costing	Discipline Specific Elective	4	-	60	40	-	-	100
5	BCOM24-505C	Strategic Cost Accounting		4	-	60	40	-	-	100
Banking & Finance Specialization										
4	BCOM24-504B	Banking Laws (बँकिंग कायदे)	Discipline Specific Elective	4	-	60	40	-	-	100
5	BCOM24-505B	Rural Banking & Micro Finance (ग्रामीण बँकिंग आणि सूक्ष्म वित्त व्यवस्था)		4	-	60	40	-	-	100
6	BCOM24-506	Soft Skills	Skills Enhancement	2	-	_	50	-	-	50
7	BCOM24-507	Internship	Internship	-	2	---	50	-	-	50
Total				**22**		**300**	**300**	**-**	**-**	**600**

SEMESTER- V

DEPARTMENT OF MANAGEMENT

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

PROGRAM CODE	**082**	
YEAR	**3rd year**	
SEMESTER	**V**	
NAME OF COURSE	**Advanced Accounting**	
CATEGORY	**Core**	
COURSE CODE	**B.Com24-501**	
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:

- Equip students with knowledge of various external and internal factors influencing business operations.
- Enable students to analyze economic, political, legal, and technological environments to make informed business decisions.
- Help students understand globalization, corporate social responsibility, and ethical challenges in the business world.

COURSE OUTCOME:

- Students will gain knowledge of how economic, political, legal, social, and technological factors impact business operations.
- Students will develop the ability to analyze business environments and apply strategic thinking to adapt to changing market conditions.
- Students will learn the importance of corporate social responsibility, ethical decision-making.
- Sustainable business practices in a dynamic global environment.

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	UNIT I - Insurance company Final Accounts Life Insurance - types of policy and certain terms, Preparation of final Accounts, Life Insurance Revenue Accounts, General Final Accounts, Practical Problems	15	15	NO	05	18
2	UNIT II - Accounting for Professional's Meaning of profession like Doctors, Lawyers etc., Preparation of Income & Expenditure Account, Preparation of Receipt	10	10	NO	10	15
3	UNIT III - Problems on Accounting Standards Problems on , AS – 1-Disclosure Requirements, 2- Valuation of Inventory, 3-Cash flow statement, 4- Contingencies and Events occurring after Balance sheet date, 5 – Net Profit & Loss for the period, Prior period items and changes in accounting Policies	12	12	NO	10	10
4	UNIT IV - Consignment Accounts Remittances by consignee, Consignment Journal Entries and Ledger Accounts, Consignment without Loss Practical Problem	12	12	NO	05	06
5	UNIT V - Recent Trends in Accounting (Theory) Creative Accounting, Social Responsibility Accounting, Value Added Statement	11	11	NO	10	11
Total Hours					40	60

PROGRAM CODE: 082
YEAR OF INTRODUCTION: 2024

Syllabus Code No.	**082**	
YEAR	**3rd year**	
SEMESTER	**V**	
NAME OF COURSE	**Corporate Law**	
CATEGORY	**Core**	
COURSE CODE	**BCOM24-502**	
PAPER NO	**2**	
MARKING SCHEME	**End-Semester (EXT): 60**	**Continuous evaluation (INT): 40 Total : 100**
CREDITS – MARKS	**Total: 100 Marks Credit : 3 Passing : 40 %**	
	Theory : 45 (EXT)	**Practical :-NA**
TEACHING HOURS	**Theory: 45 hours**	**Practical: 0**

COURSE OBJECTIVES:

- To acquaint the students with company/corporate law
- To enable them to learn the implementations of these laws

COURSE OUTCOME: After the completion of this course the students will learn about -

- Basic concepts of company law
- Various sections that fall under this law
- Share and Share capital
- Borrowing powers of a company
- Various personnel related to the management of a company

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	Joint Stock Company	07	07	No	5	10
2	Documents incidental to the formation of a company	08	08	No	5	10
3	Share & Share Capital	13	13	No	5	10
4	Borrowing Powers	04	04	No	5	5
5	Company Management	08	08	No	5	5
6	Rules of Majority	06	06	No	5	5
7	Company Meeting	05	05	No	5	5
8	Winding up of a Company	04	04	No	5	10
Total Hours			45		40	60

PROGRAM CODE: 082
YEAR OF INTRODUCTION: 2024

PROGRAM CODE	**082**	
YEAR	**3rd year**	
SEMESTER	**V**	
NAME OF COURSE	**Taxation**	
CATEGORY	**Core**	
COURSE CODE	**BCOM24-503**	
PAPER No.	**3**	
MARKING SCHEME	**End-Semester (EXT): 60**	**Continuous evaluation (INT): 40 Total : 100**
CREDITS – MARKS	**Total: 100 Marks Credit: 3 Passing Marks: 40 %**	
	Theory : Yes	**Practical :-NA**
TEACHING HOURS	**Theory: 45 Hours**	**Practical: 0**

COURSE OBJECTIVES:

- To understand the concepts to develop their entrepreneurial competence.
- To develop knowledge and understanding in creating and managing new venture.
- To understand the autobiography of various entrepreneurs

COURSE OUTCOME:

- Students understand business opportunities and market survey
- Students understand various institutional and government support for new ventures
- Students understand about their own business plan
- Students understand about business crises, sickness and its management
- Students get the knowledge about key tools and techniques to set up new business ventures

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	Unit I -Basic Concepts Income Agricultural Income, Causal Income, Assessment Year, Previous Years, Gross Total Income, Total Income; Tax Evasion, Tax Avoidance, Tax Planning	08	08	No	08	15
2	Unit II-Basis of Change Scope of Total Income Residence and Tax Liability; Income which does not fall part of total income	09	09	No	08	10
3	Unit III-Heads of Income Salaries; Income from property; Profits or gains of business or profession, including provisions relating to specific business; Capital gains and income from other sources	09	09	No	09	15
4	Unit IV Computation of Tax Liability Computation of total income and tax liability of an individual, H.U.F. and firm; Aggregation of Income; Set off and carry forward of losses	06	06	No	05	08
5	Unit V Tax Administration Authorities; Appeals; Penalties	06	06	No	05	08
6	Unit VI Tax Management Tax deduction at source;- Advance payment of tax; Assessment Procedures; Tax planning for Individuals	07	07	No	05	04
Total Hours					40	60

PROGRAM CODE: 082
YEAR OF INTRODUCTION: 2024

Program code	**082**	
YEAR	**3rd year**	
SEMESTER	**V**	
NAME OF COURSE	**Techniques of Costing**	
CATEGORY	**DSE**	
COURSE CODE	**BCOM24-504C**	
PAPER NO	**4**	
MARKING SCHEME	**End-Semester(EXT):60**	**Continuous evaluation(INT):40 Total : 100**
CREDITS– MARKS	**Total: 100 Marks Credits: 4 Passing: 40%**	
	Theory : Yes	**Practical: NA**
TEACHING HOURS	**Theory: 60 hours**	**Practical: NA**

COURSE OBJECTIVES: -

To understand the training regarding techniques of cost control. To create awareness among the students regarding cost control and cost reduction. It provides training as regards concepts, procedures and legal provisions of cost audit and develops skills in cost control and cost audit.

COURSE OUTCOMES: -

- Students understand marginal costing
- They understand budgetary control
- They know uniform costing and inter-firm comparison
- Understand Standard costing, cost audit and target costing.

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	Marginal costing: Meaning & concepts- Fixed cost, variable cost, Marginal cost, Marginal costing-contribution, p / v ratio Breakeven point, Assumptions & limitations Margin of safety Cost, volume profit Analysis Differential cost analysis Application of marginal costing techniques	10	10	NA	10	10
2	Budgetary Control: Meaning of budget and budgetary control Objectives of budgetary control Procedure of budgetary control Advantages and limitations Types of budget – According to flexibility – According to functions (Sales, production, purchase, cash etc.) According to management control Programme, performance, zero base budgeting Practical problems – cash and flexible budget	20	20	NA	10	20
3	Uniform costing and inter firm comparison: Meaning – objectives, advantages, limitations Requisites – uniform cost manual. Inter-firm comparison– meanings, essentials, advantages, limitations.	5	5	NA	2	5
4	Standard costing: Definition, Meaning of various concepts 5 Difference between standard cost and historical cost (difference between standard costing and budgetary control.) Advantages and limitations Setting of material, labour, overhead standards. Variance Analysis – meaning, types, causes of material and labour variance	15	15	NA	10	15
5	Cost Audit: Meaning – objective, types of cost audit. cost investigation and cost audit. Advantages of cost audit. Procedure and programme of cost audit Cost auditors – appointment, rights, powers and liabilities Cost audit report	5	5	NA	4	5
6	Target Costing: Meaning, features of Target costing Advantages & Limitations of Target costing Impact on profitability of Firm.	5	5	NA	4	5
	Total	**60**	**60**	**NA**	**40**	**60**

PROGRAM CODE: 082
YEAR OF INTRODUCTION: 2024

PROGRAM CODE	**082**		
YEAR	**3rd year**		
SEMESTER	**v**		
NAMEOF COURSE	**Strategic Cost Accounting**		
CATEGORY	**DSE**		
COURSE CODE	**BCOM24-505C**		
PAPER NO	**5**		
MARKING SCHEME	**End-Semester (EXT): 60**	**Continuous evaluation (INT): 40 Total : 100**	
CREDITS– MARKS	**Total: 100 Marks**	**Credits: 4**	**Passing: 40%**
	Theory :	**Yes**	**Practical: No**
TEACHING HOURS	**Theory:**	**60 hours**	**Practical: No**

COURSE OBJECTIVES:

1. To develop a comprehensive understanding of strategic cost management and its emerging philosophy.
2. To equip students with the knowledge of modern cost techniques like Activity-Based Costing, Target Costing, and Kaizen.
3. To enable students to analyze and apply costing tools for strategic decision-making and cost control.
4. To expose students to quality control techniques like TQM and standard costing variances.

COURSE OUTCOMES:

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

1. Understand strategic cost concepts and the role of cost as a competitive advantage.
2. Apply activity-based costing and JIT techniques in managerial contexts.
3. Analyze product and lifecycle costing methods including Kaizen and Target costing.
4. Evaluate cost variances through standard costing and apply corrective measures.
5. Appreciate the role of TQM and cost of quality control in modern 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: Emergence, Philosophy & Conceptual Framework of Strategic Cost Management (SCM); Cost as a Source of Competitive Advantage; Value Chain Analysis; Strategic Costing Process; Strategic Position Analysis; Cost Driver Analysis; Traditional vs Contemporary Costing; Core Cost Accounting Concepts: Cost control, Cost reduction, Allocation, Absorption, Cost unit & Cost centre.	10	10	NA	10	10
2	Activity Based Costing and JIT: Nature, Cost Drivers, Pools, Designing ABC System; Activity-Based Management; Strategic and Operational ABC Applications; ABC in Service Sector; Customer Profitability & Process Value Analysis; ABC vs Absorption Costing (with problems). JIT – Concept, Benefits, and Performance Use.	20	20	NA	10	20
3	Target Costing, Life Cycle Costing, Kaizen Costing: Concepts, Principles, Market Driven Costing; Establishing Target Costing, Customer Input; Product/Component Specific Costing; Target Costing Organization; Life Cycle Costing – Phases; Kaizen Costing – Process, Applications, Supplier Implications. (with problems)	15	15	NA	10	15
4	Standard Costing and Variance Analysis: Meaning, Importance, Types of Standards; Setting Standards; Advantages & Limitations; Analysis of Material, Labour, Overheads (Fixed & Variable), Sales Variance; Causes and Investigations. (with problems)	10	10	NA	5	10
5	Cost of Control and TQM: Quality Cost Concepts – Categories & Elements; Measurement and Program Preparation; Quality Cost Reduction; Basics of TQM – Principles, Stages, Corrective Actions & Control.	5	5	NA	5	5
	Total	**60**	**60**	**NA**	**40**	**60**

PROGRAM CODE: 082
YEAR OF INTRODUCTION: 2024

PROGRAM CODE	**082**		
YEAR	**3rd year**		
SEMESTER	**V**		
NAMEOF COURSE	**Banking Laws**		
CATEGORY	**DSE**		
COURSE CODE	**BCOM24-504B**		
PAPER NO	**4**		
MARKING SCHEME	**End-Semester (EXT): 60**	**Continuous evaluation (INT): 40 Total: 100**	
CREDITS– MARKS	**Total: 100 Marks**	**Credits: 4**	**Passing: 40%**
	Theory : Yes	**Practical: No**	
TEACHING HOURS	**Theory: 60 hours**	**Practical: No**	

COURSE OBJECTIVES:

1. To impart knowledge of important banking legislations governing the functioning of banking companies in India.
2. To familiarize students with the legal provisions of Negotiable Instruments, RBI Act, and FEMA.
3. To help students understand the regulatory framework and the role of institutions like RBI and Enforcement Directorate.
4. To equip students with practical understanding of cheque dishonour cases and customer rights in banking.

COURSE OUTCOMES:

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

1. Interpret the key provisions of the Banking Regulation Act, 1949.
2. Understand the legal concepts related to Negotiable Instruments including rights of holders and liabilities.
3. Analyze the regulatory role of RBI and its powers under the RBI Act, 1934.
4. Gain insights into the provisions of Foreign Exchange Management Act (FEMA), 1999, including penalties and enforcement.
5. Apply legal knowledge to real-life banking transactions and dispute situations.

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	Banking Regulation Act, 1949: Definitions (Sec 5), Functions of Banking Companies (Sec 6); Restrictions on Business (Sec 8, 19, 20); Powers of RBI (Sec 21, 35, 36 to 36AD); Winding Up (Part III & III-A); Applicability to Cooperative Banks (Sec 56).	18	18	NA	15	20
2	Negotiable Instruments Act, 1881: Definition of Negotiable Instruments (Sec 13), Promissory Note (Sec 4), Bill of Exchange (Sec 5), Cheque (Sec 6); Comparative Study; Parties (Sec 7); Holder & Holder in Due Course (Sec 8, 9); Payment in Due Course (Sec 10); Negotiation & Endorsement (Sec 14, 15); Dishonour (Sec 91, 92); Noting and Protest (Sec 99–104A); Dishonour Penalties (Sec 138–147).	10	10	NA	10	15
3	Reserve Bank of India Act, 1934: Incorporation, Capital & Management (Sec 3–19); Central Banking Functions (Sec 20–45); Credit Information (Sec 45A–45G); Penalties (Sec 58B–58G); Changing Role of RBI.	10	10	NA	10	15
4	Foreign Exchange Management Act (FEMA), 1999: Preliminary (Sec 1–2); Regulation & Management of Foreign Exchange (Sec 3–9); Authorized Person (Sec 10–12); Contravention & Penalties (Sec 13–15); Adjudication and Appeal (Sec 16–21, 34–35); Directorate of Enforcement (Sec 36–38).	8	8	NA	5	10
	Total	**60**	**60**	**NA**	**40**	**60**

PROGRAM CODE: 082
YEAR OF INTRODUCTION: 2024

PROGRAM CODE	**082**	
YEAR	**3rd year**	
SEMESTER	**V**	
NAME OF COURSE	**Rural Banking & Micro Finance**	
CATEGORY	**DSE**	
COURSE CODE	**BCom24-505B**	
PAPER NO	**5**	
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:

1. To provide students with an understanding of the structure and role of rural financial institutions in India.
2. To familiarize students with the credit mechanisms for agriculture and rural development.
3. To analyze the role of institutions like RBI, NABARD, RRBs, and cooperative banks in rural financing.
4. To equip students with knowledge of recent trends and innovations in rural banking services and technology.

COURSE OUTCOME:

1. Explain the evolution, structure, and functioning of rural banking institutions in India.
2. Assess the financial needs and sources of credit for rural and agricultural activities.
3. Understand credit delivery systems, refinancing policies, and loan recovery mechanisms in rural areas.
4. Evaluate the role of digital technology and reforms in improving rural banking accessibility and efficiency.

COURSE DETAILS:

Unit No	Title of unit with detailed content	No of teaching-learning hours per unit	Theory	Practical	Marks Weightage INT (continuous evaluation)	Marks Weightage EXT (end-sem)
1	Role of Rural Finance in Development of Rural Economy– Evolution of institutional financial agencies– Role of RBI in rural financing– NABARD: Functions, Role, Refinance Support– Lead Bank Approach– State and District Level Credit Committees	06	Theory	NO	05	10
2	Rural Credit Institutions– Cooperative Banks and Credit Societies– Regional Rural Banks (RRBs)– Commercial Banks– Business Facilitators and Correspondents– ICT in Rural Financing	14	Theory	NO	10	10
3	Financing Agriculture and Allied Activities– Credit needs, objectives, sources, and types– Role of central, state, and local bodies– Multi-agency approach– District/block credit planning– Refinance: purpose, guidelines– Loans for crops, irrigation, mechanization, storage, and allied activities	10	Theory	NO	05	10
4	Microfinance Scenario in India– Origin and concept of Microfinance, Microcredit, Microinsurance– SHGs and success stories– MFIs: experience, services, regulation– Legal framework, policy, issues and support mechanisms	08	Theory	NO	05	10
5	Microfinance and Inclusive Growth– Financial inclusion policies and programmes– Deregulation of interest rates– Prudential norms– Credit delivery innovations– Local Area Banks– Monitoring and reforms	08	Theory	NO	05	10
6	Problems and Prospects of Rural Financing– Loan recovery issues– NPA and overdue management– Support services– Sustainable rural development– Constraints and recent initiatives	07	Theory	NO	05	05
7	Recent Trends and Technologies in Rural Banking– Core banking systems– Digital financial services– Mobile banking and financial literacy– PMJDY and direct benefit transfer (DBT	07	Theory	NO	05	
Total Hours					40	60

PROGRAM CODE: 082
YEAR OF INTRODUCTION: 2024

Syllabus Code No.	**082**	
YEAR	**3rd Year**	
SEMESTER	**V**	
NAME OF COURSE	**Soft Skills**	
CATEGORY	**Skill Enhancement**	
COURSE CODE	**BCOM24-506**	
PAPER NO	**6**	
MARKING SCHEME	**End-Semester (EXT): 00**	**Continuous evaluation (INT): 50 Total: 50**
CREDITS – MARKS	**Total: 50 Marks Credits: 2 Passing Percentage: 40%**	
	Theory : Yes	**Practical :-NA**
TEACHING HOURS	**Theory: 30 Hours**	**Practical: 0**

COURSE OBJECTIVES:

- To encourage the all-round development of students focusing on soft skills.
- To support them build interpersonal skills
- To better the ability to work with others

COURSE OUTCOME: After the completion of this course the students will learn

- Students will learn to communicate effectively.
- Students will learn the importance and strategies of time management.
- Students will gain the knowledge of tackling stressful situations.

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	**Communication Skills:** Rapport Building, Effective Use of Eye Contact with others, Barriers to good communication, Communicate Assertively	06	06	N/A	8	15
2	**Stress Management:** Six Stress Busters, Steps to reduce stress	04	04	N/A	8	15
3	**Time Management:** Managing your time , Effective Delegation, Setting Priorities, Effective Time Management, Dealing with common time wasters	05	05	N/A	8	15
4	**Corporate Social Responsibility:** Introduction, Def. of Social Responsibility, Approaches to CSR, CSR in various parts of the World, Ethics Training, Stakeholder Priority, Epilogue	05	05	N/A	6	05
5	**Basic Legal Framework:** Introduction. The Constitution of India, Basic Commercial Laws, Taxation Laws, Labour Laws, Personal Laws Epilogue	05	05	N/A	5	05
6	**Leadership:** Introduction, Def. Characteristics of Leadership, Qualities of Good Leader Effective Leader	05	05	N/A	5	05
Total Hours - 30			**30**	**N/A**	**40**	**60**

PROGRAM CODE: 082
YEAR of Introduction: 2024

Syllabus Code No.	082	
YEAR	3rd Year	
SEMESTER	V	
NAME OF COURSE	Internship (Practical)	
CATEGORY	Internship	
COURSE CODE	BCOM24-507	
PAPER NO	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.

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

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**

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

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:

PRN:

Date:

Place:

Supervisor name:

Designation:

Organization name:

Signature of the Supervisor:

Date:

Place:

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

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)