

REFERENCE BOOKS

- a. C.R. Kothari- Research Methodology, New age, international (I) Ltd. New Delhi Reprint-2010
- b. Dr.V.P. Michael, Research Methodology in Management, Himalaya Publishing House, Mumbai, Ed, 2010
- c. Saranwalla- Research Methodology
- d. Bajpai-Methods of social survey research
- e. S.P.Gupta-Statistical Mehods.



PAPER -VII : B.B.A. Part-III **PROJECT WORK**

Objective : To expose the BBA students to practical application of theoretical concepts, which they have learnt during the BBA course.

Student should decide the topic for the project under the guidance of a teacher in the first month of the academic year of B.B.A.-III. The student will have the following options for selecting the project:

- (a) Field Work,
- (b) Library Work,
- (c) Placement with an Organization.

Student can carry out the project work after college hours, holidays/Diwali vacation. The student should take regular guidance from the teacher while carrying out project work. The project should be ready in the month of January.

The guidelines for the project report are as follows”

- Declaration from the student that his research work is not copied from any other existing reports.
- Certificate of the guide : The guide should certify that the research work is original and completed satisfactorily under his guidance.
- The Chapter Scheme for the Project Report will be as follows:

Chapter-1 : Introduction to the Study

- 1.1 Introduction
- 1.2 Purpose of the study
- 1.3 Objectives of the study
- 1.4 Hypothesis of the study
- 1.5 Research Methodology
- 1.6 Scopes of the study
- 1.7 Significance of the study
- 1.8 Limitations
- 1.9 Chapter scheme.

Chapter-2 : Introduction to the Organization

- 2.1 Introduction to the Industry
- 2.2 Brief History of the Organization
- 2.3 Subsidiaries, Associates of the Company
- 2.4 Organization Structure
- 2.5 Departments/Manufacturing Process
- 2.6 Important Statistical Information
- 2.7 Future Prospects

If the student is completing a project in an organization, the above Chapter scheme can be used in case of other students. The detailed information relating to the topic may be included under this Chapter. **This Chapter should not be more than 5 pages.**

Chapter-3 : Theoretical Background

Basic Concepts

Necessary theoretical inputs may be added to support the research work.

Chapter-4 : Data Analysis and Interpretation

Chapter-5 : Findings and Observations

Chapter-6 : Conclusions and Suggestions

Bibliography

Appendix

The above guidelines are not a prescription for writing the project report but can be used as a milestone, while writing the project report. The guide has every discretion to change the Chapter as per requirements.

Notes:

- (1) There should be a proper linkage between objectives, data and interpretation, findings and suggestions.
- (2) Header and Footer on project report pages shall consist of University name and Institute/College name, respectively. No other information should be included in the Header and Footer.
- (3) Colour ink should not be used for text.
- (4) Page numbers are compulsory.

Project Report will be assessed by the internal teacher out of 25 marks and there will be a viva-voce examination carrying 25 marks. University will appoint a viva-voce committee, consisting of 3 members, 2 members being external and 1 member being internal. External members will be from out of the district of the College, one external member will be the chairman of the committee. The viva-voce will be conducted before the annual examination. The Chairman has to submit viva-voce marks to the University immediately after the viva-voce.

7-Equivalence in accordance with titles and contents of paper (for semester pattern)

Sr.No.	Title of old paper	Title of new paper
1.	Project Work	Research Methodology Paper-I



Shivaji University, Kolhapur



Syllabus of Environmental Studies for 2020-21 as a Compulsory Paper for all Undergraduate Courses

6. Social Issues and the Environment : (8 lectures)

Disaster management: floods, earthquake, cyclone, tsunami and landslides
Urban problems related to energy.
Water conservation, rain water harvesting, watershed management.
Resettlement and rehabilitation of people; its problems and concerns.
Environmental ethics: Issue and possible solutions.
Global warming, acid rain, ozone layer depletion, nuclear accidents and
holocaust.
Wasteland reclamation.
Consumerism and waste products.

7. Environmental Protection : (8 lectures)

From Unsustainable to Sustainable development
Environmental Protection Act.
Air (Prevention and Control of Pollution) Act.
Water (Prevention and control of Pollution) Act
Wildlife Protection Act
Forest Conservation Act
Population Growth and Human Health, Human Rights.

8. Field Work : (10 lectures))

Visit to a local area to document environmental assets-
River/forest/grassland/hill/mountain.
or
Visit to a local polluted site – Urban/Rural/Industrial/Agricultural
or
Study of common plants, insects, birds.
or
Study of simple ecosystems - ponds, river, hill slopes, etc.
(Field work is equal to 10 lecture hours)

M.Com. (CBCS) Part-II (Semester-III)
Paper-VI : DSE-A-VI Advanced Accountancy
(Project Work and Viva-Voce)

4 Credits

Course Outcomes:

1. To identify the research problem and formulate objectives.
2. To choose appropriate methodology with proper tools and techniques.
3. To analyze and interpret the data collected from different sources.
4. To make decision or find out conclusions on the basis of data analysis.

Project Work and Viva-Voce:	100 Marks
Project Work	60 Marks
Viva-Voce	40 Marks

Project Work:

- 1) Project report can be prepared on any compulsory or respective optional subject based on field work. However, it is better to select any topic from their own specialization because it should be their worthwhile experience in their own specialized subject.
- 2) Students are required to prepare the Project Report based on the field work and studying the current trends in commerce & Management under the guidance of the Project Guide. Project Report should not be based on only secondary data.
- 3) The Project Report contents at least following aspects:
 - (a) Chapter-I Introduction: It will include Statement of the Problem, Objectives of the Project, methodology, scope and limitations, chapter scheme etc.
 - (b) Chapter-II Review of Literature/Theoretical Background/Conceptual Framework Chapter-III Profile of the Organization/Area
 - (c) Chapter-IV Analysis and Interpretation of the Data
 - (d) Chapter-V Conclusion: It will include observations, findings, suggestions, and conclusions.
- 4) Project Work will be done by the student individually.
- 5) The Project report shall consist of at least typed 50 Pages.
- 6) Two Copies of typed Project Report should be submitted through the concerned college up to 1st March of the year concerned.
- 7) All recognized P.G. Teachers under the Faculty of Commerce and Management are eligible to work as Project Guide.
- 8) The Responsibility of guiding the projects will be shared by all recognized and P.G. Teachers in proportion.
- 9) All students should submit the Project report on or before 30th September.

Viva-voce:

- 1) The panel of experts should try to verify that the candidate has done the project on his own and also identify his/her insight in the research problem concerned. The quality of the work should be evaluated on the basis of novelty, contribution to the society or business and developing critical thinking, analytical thinking and decision-making skills towards students.
- 2) Panel of viva-voce examination will consist of three experts (one expert is internal and two are external, the chairman will be senior most from external experts. The university will appoint these experts and the remuneration as well as TA/DA will be paid by the university to all three experts as per the university rules.
- 3) The evaluation of Project Work-Viva Voce for 100 marks will be made collectively by Internal & External Examiners and the average of these marks will be taken as final marks. The Chairman has to submit final marks to the university.

- 4) The evaluation of Project Work-Viva-Voce will be conducted after completion of the Semester-III but before the commencement of theory examination. It will be conducted by the Internal & External Examiners.

M.Com. (CBCS) Part-II (Semester-IV)
Paper VII : DSE-A-VII Advanced Accountancy
(Costing)

4 Credits

Course Outcomes:

1. To acquire the knowledge of elements of cost and cost sheet.
2. To acquaint the knowledge and skill to prepare job cost sheet and contract account.
3. To explain the costing process for processing units and service organizations.
4. To understand to reconcile the cost and financial accounts.

	<u>Course Content</u>	
Unit-I:	Introduction and Elements of Cost:	(10 hours)
Theory	a) Meaning, scope, objectives and advantages of cost accounting b) Elements of Cost – Material Cost, Labour Cost and Overheads; Classification of cost, cost unit, cost centre, preparation of cost sheet and quotation.	
Practical	a) Group discussion can be conducted in the classroom on the contents of Unit-I b) Collect cost data from any organization and prepare cost sheet	
Unit-II:	Job Costing and Contract Costing:	(15 hours)
Theory	A) Job Costing – Job Costing and Unit Costing: Meaning, Features, Practical Applications of Job Costing and Unit Costing, Preparation of Job Cost Sheet. B) Contract Costing- Contract Costing: Meaning, Features, Accounting Procedure, Retention money, Escalation Clause, Work in Progress, Cost Plus Contract. Preparation of Contract Account	
Practical	a) Collect cost data from organization which are working on job contract basis and prepare job cost sheet b) Collect cost data from any contractor and prepare contract account for a single contract	
Unit-III:	Process Costing and Service Costing:	(15 hours)
Theory	A) Process Costing: Meaning and its Applications, Concept of Equivalent Production, Preparation of Process Accounts, Concepts of Joint Products and By Products. B) Service Costing : Meaning and Definition, Application of Service Costing, Determination of Service Cost in Transport Industry	
Practical	a) Visit any processing unit and prepare Process Accounts b) Visit any service organization and determine service cost.	