

Annexure – XI

**DETAILS OF ‘ON JOB TRAINING/SUMMER INTERNSHIP PROJECT’, ‘FIELD PROJECT’,  
‘COMMUNITY ENGAGEMENT PROJECT’ AND ‘RESEARCH PROJECT’**

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Sem	Course Type	Subjects	Course Code	Teaching Scheme			Max. Marks (TH) *	Examination Scheme				Credits
				Total Hours				Max. Marks (PR)	Max. Marks (CIE)	Total Marks	Min. Passing Marks	
				Theory	Practical	Total						
III	FP	Field Project		-	60	60	-	50	50	100	50	2
IV	CEP	Community Engagement Project		-	60	60	-	50	50	100	50	2
V	FP/CEP	Field Project / Community Engagement Project		-	60	60	-	50	50	100	50	2
VI	OJT	On Job Training		-	120	120	-	50	50	100	50	4
VII (Research)	RP	Research Project		15	90	105	-	50	50	100	50	4
VIII (Honours)	OJT	On Job Training		-	120	120	-	50	50	100	50	4
VIII (Research)	RP	Research Project		30	180	210	-	50	50	100	50	8

**[A] GUIDELINES FOR 'ON JOB TRAINING/INTERNSHIP/FIELD PROJECT/COMMUNITY ENGAGEMENT PROJECT**

**1. Learning Outcomes**

<b>CO1</b>	Student will be able to construct and explain the company profile by compiling the brief history, management structure, products / services offered, key achievements and market performance for her / his organization of internship/OJT <b>OR</b> Student will be able to describe the UN SDG to which the ' <i>Field Project</i> ', or ' <i>Community Engagement Project</i> ' is related.
<b>CO2</b>	For his / her organization of internship/OJT, the student will be able to assess its Strengths, Weaknesses, Opportunities and Threats (SWOT). <b>OR</b> Student will be able to list the goals, objectives or outcomes of the ' <i>Field Project</i> ', or ' <i>Community Engagement Project</i> ' undertaken by her/him
<b>CO3</b>	Student will be able to determine the challenges and future potential for her / his internship/OJT organization in particular and the sector in general. <b>OR</b> Student will be able to describe the profile of respondents / community involved in the ' <i>Field Project</i> ', or ' <i>Community Engagement Project</i> ' undertaken by her/him
<b>CO4</b>	Student will be able to correlate theoretical classroom learning and its application in practical situations by accomplishing the tasks undertaken during On Job Training/Summer Internship Project', ' <i>Field Project</i> ', or ' <i>Community Engagement Project</i> '.
<b>CO5</b>	Student will be able to apply various soft skills such as time management, positive attitude, and communication skills during performance of the tasks assigned during On Job Training/Summer Internship Project', ' <i>Field Project</i> ', or ' <i>Community Engagement Project</i> '
<b>CO6</b>	Student will be able to suggest improvements in processes/systems at the Organization(s)/Community where On Job Training/Summer Internship Project', ' <i>Field Project</i> ', or ' <i>Community Engagement Project</i> ' is undertaken

- Every student admitted to B.Com. is compulsorily required to undergo this course.
- During the semester, all students will have to undergo the training of 6-8 weeks (120 Hours) with an industrial, business or service organization by taking a project study.
- The condition of successfully completing the program shall not be deemed to have been satisfied unless a student undergoes this training under the supervision of the department executive in organizations as approved by the Director/ Principal/ Head / Faculty from time to time. Alternatively, Director/ Principal/ Head / Faculty of the Department/ College/ Institute may allocate the sector/ industry/ company specific project to the individual student.
- Each student will be required to submit a detailed report to the Department/ College/ Institute for the work undertaken during this period **within 7 days of completion of the training** following which the evaluation and assessment for OJT/SIP will be done by the college/institute concerned. The Report submitted must be according to the Learning outcomes and in tune with the rubric for evaluation.
- A student is also allowed to conduct a Field Project or Community Engagement Project in lieu of On Job Training. However, such a Field or Community Engagement Project need to have a duration of 6-8 weeks (120 Hours) and a student is required to submit the report to college/institute as mentioned above.
- College/Institute is required to assign Supervisor/Mentor to students for OJT/SIP/PF/CEP who will guide the students in attaining the outcomes of this course.
- The College/Institute, on receipt of the report from student, shall immediately schedule the open defence seminar by a student.

9. The open defence seminar by a student shall be evaluated by the supervisor/mentor assigned to a student (as an internal examiner) and an external examiner appointed by the college/institute.
10. **Appointment of External Examiner:** It is desirable to appoint an external examiner from the company/organization where a student has completed his 'OJT/SIP/FP/CEP'. However, the Principal may appoint any other industry professional or subject expert as an external examiner. The remuneration (Rs. 100 per student), TA/DA or Conveyance Allowance to external examiner may be paid by the college/institute which will be reimbursed by the university as per established rules.
11. The Internal Examiner and External Examiner shall jointly evaluate the report submitted by the student and her/his seminar and shall immediately submit the evaluation report in the prescribed format provided along with.
12. The College/Institute shall submit marks obtained by students to the university as per prevalent system within 3 days of evaluation.

**[A-1] EVALUATION REPORT OF INTERNSHIP/ON JOB TRAINING**

**Bachelor of Commerce (Major Subject) Examination, \_\_\_\_\_**

**Name of Student:** \_\_\_\_\_

**OJT/IP Title:** \_\_\_\_\_

**Roll No.** \_\_\_\_\_

**Max. Marks: 100**

CRITERION	Parameters	Score out of 20
<b>Description of Organizational Profile</b>	Company profile, Historical evolution, Management structure, Organization structure, Products / services offered, Key achievements, Market performance	
<b>Analysis of organization &amp; Sector.</b>	SWOT analysis, Key challenges & opportunities, Company Analysis, Sector Analysis, Competitive analysis	
<b>Application of theoretical knowledge.</b>	Details of the work done, Job Description, specification. Project implemented. Identify the various issues in organization and its processes.	
<b>Conclusions and Recommendations</b>	Specific Conclusions based on empirical evidences. Recommendations based on practical feasibility	
<b>Feedback from organization.</b>	Authentic Company Certificate of completion clearly classifying the performance of the student as <b>Excellent / Above Average</b> or <b>Good/Average</b> or <b>Satisfactory /below average</b> .	
<b>Total Marks Scored out of 100</b>		
Name and Signature of Internal Examiner		Name and Signature of External Examiner

**Rubric for Evaluation of Summer Internship/On Job Training**

<b>Criterion</b>	<b>Substantial Achievement (16-20 Marks)</b>	<b>Moderate Achievement (10-15 Marks)</b>	<b>Poor Achievement (0-9 Marks)</b>
Description of Organizational Profile	Writes a clear description of company profile including its history, management structure, products/services offered, key achievements and market performance	Writes a limited description of company profile. However, a majority of the points are covered	Writes a very brief description of company profile excluding majority of the points
Analysis of Organization and Sector	Performance a SWOT analysis for the company and presents all the key challenges & opportunities of the sector in general and company in particular	A limited analysis of the company and the sector is performed. All the key elements of challenges & opportunities have not been identified	Is unable to perform a proper SWOT analysis and identify the challenges & opportunities of the sector in general and company in particular
Application of theoretical knowledge	Details of the work done or project implemented during internship is documented in detail. Theoretical basis is used to identify the various issues in organization and its processes	Work done or project implemented during internship is documented but with limited details. No proper theoretical basis for identification of issues in organization and its processes	Documentation o work done or project implemented during internship is vaguely defined. No attempt has been made to relate theory with organizational or procedural problems
Conclusions and Recommendations	Conclusions drawn are not global but specific and based on empirical evidences. Recommendations given are practical and methodology of implementing the same is discussed	Conclusions drawn are specific but empirical evidences are not properly presented. Recommendations given seem to be practical and feasible. However, methodology of implementing the same is not discussed	Conclusions drawn are of global nature not based on empirical evidences. Recommendations given don't seem practical and feasibility and methodology of implementing the same is not discussed
Feedback from Organization	Overall Performance Feedback from organization is "Excellent or Above Average"	Overall Performance Feedback from organization is "Good or Average"	Overall Performance Feedback from organization is "Satisfactory or below average "

**[A-2] EVALUATION REPORT OF FIELD PROJECT/COMMUNITY ENGAGEMENT PROJECT**

Bachelor of Commerce (Major Subject) Examination, \_\_\_\_\_

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

FP/CEP Title: \_\_\_\_\_

Roll No. \_\_\_\_\_

Max. Marks: 100

CRITERION	Parameters	Score out of 20
<b>Description UN SDG Related to FP/CEP</b>	Detailed Description of ALL UN SDGs related to FP/CEP Undertaken by the student. The degree and extent of such related SDGs should be clearly mentioned	
<b>Description of Respondent Profile/Community Profile &amp; Listing of goals/objectives/Outcomes of FP/CEP</b>	A detailed description (Including Statistical Data) of the respondents / community where the FP/CEP is being undertaken. Clear Mention of issues/problems under study to be included. Comprehensive Listing of goals/objectives/Outcomes of FP/CEP	
<b>Application of theoretical knowledge.</b>	Details of the work done or project implemented during FP/CEP is documented in detail. Theoretical basis is used to identify the various issues related to problem under consideration	
<b>Conclusions and Recommendations</b>	Specific Conclusions based on empirical evidences. Recommendations based on practical feasibility	
<b>Feedback from concerned organization/Community Head</b>	Authentic Company Certificate of completion /appreciation clearly classifying the performance of the student as <b>Excellent / Above Average</b> or <b>Good/ Average</b> or <b>Satisfactory /below average</b> .	
<b>Total Marks Scored out of 100</b>		
Name and Signature of Internal Examiner		Name and Signature of External Examiner

**RUBRIC FOR EVALUATION OF FIELD PROJECT/COMMUNITY ENGAGEMENT PROJECT**

Criterion	Substantial Achievement (16-20 Marks)	Moderate Achievement (10-15 Marks)	Poor Achievement (0-9 Marks)
<b>Description UN SDG Related to FP/CEP</b>	Written a clear description of UN SDG(s) associated with the project	Writes a limited description of UN SDG(s) associated with the project. However, a majority of the points are covered	Writes a very brief description of UN SDG(s) associated with the project excluding majority of the points

<b>Description of Respondent Profile/Community Profile &amp; Listing of goals/objectives/Outcomes of FP/CEP</b>	Written Detailed and statistical Description of Respondent Profile/Community Profile & Clear Listing of goals/objectives/Outcomes of FP/CEP	Written Detailed but non-statistical Description of Respondent Profile/Community Profile & Clear Listing of goals/objectives/Outcomes of FP/CEP	Written brief and non-statistical Description of Respondent Profile/Community Profile & unclear Listing of goals/objectives/Outcomes of FP/CEP
Application of theoretical knowledge	Details of the work done or project implemented during FP/CEP is documented in detail. Theoretical basis is used to identify the various issues related to problem under consideration	Work done or project implemented during FP/CEP is documented but with limited details. No proper theoretical basis for identification of issues related to problem under consideration	Documentation of work done or project implemented during FP/CEP is vaguely defined. No attempt has been made to relate theory with Community or procedural problems
Conclusions and Recommendations	Conclusions drawn are not global but specific and based on empirical evidences. Recommendations given are practical and methodology of implementing the same is discussed	Conclusions drawn are specific but empirical evidences are not properly presented. Recommendations given seem to be practical and feasible. However, methodology of implementing the same is not discussed	Conclusions drawn are of global nature not based on empirical evidences. Recommendations given don't seem practical and feasibility and methodology of implementing the same is not discussed
<b>Feedback from concerned organization(s)/Community Head(s)</b>	Overall Performance Feedback from concerned organization(s) and or Community Head(s) is "Excellent or Above Average"	Overall Performance Feedback from concerned organization(s) and or Community Head(s) is "Good or Average"	Overall Performance Feedback from concerned organization(s) and or Community Head(s) is "Satisfactory or below Average"

## [B] GUIDELINES FOR RESEARCH PROJECT

### 1. Learning Outcomes:

On completion of the research project, the learner will be able to –	
CO1	Formulate a research problem statement under a given state of conditions
CO2	Carry out Review of Literature in the context of defined research problem and identify research gap
CO3	Develop Constructs, design data collection instruments and collect data using appropriate sampling technique and procedure
CO4	Analyse data to arrive at meaningful findings and conclusions using appropriate statistical tools with reference to defined research problem
CO5	Write a project report explaining research problems, hypotheses (if any), data collection, analysis of data, findings, conclusions, and recommendations
CO6	Defend the research design, methods, and findings in the Open Defence Examination

2. The research project is a compulsory course carrying 12 credits ( 7<sup>th</sup> Semester – 4 Credits and 8<sup>th</sup> Semester – 8 Credits) to become eligible for award of degree of Bachelor of Commerce (Research) under this scheme of examination.
3. The research project of a student should be corresponding to the 'Major Subject' selected by a student.
4. College/Institute is required to assign Supervisor to students for Research Project who will guide the students in attaining the outcomes of this course. One such supervisor can supervise maximum 20 students in a session.
5. Appointment of Supervisor: A supervisor shall be a full-time teacher working with the college/institute concerned. However, in case of non-availability of adequate number of full-time teachers, an ad-hoc or CHB teacher can be appointed as a supervisor. In certain cases, an industry professional or subject expert can also be appointed as a supervisor by the Principal of college. Supervisors shall not claim any additional remuneration/honorarium for guiding students.
6. Guidelines for Research Project:
  - a. Objective:- Every student admitted to B. Com. (Research) will be assigned a project in 7<sup>th</sup> and 8<sup>th</sup> Semesters and it will be pursued by her/him under the supervision of an internal supervisor. The objective of the Project Work is to help the student develop her/his ability to apply multidisciplinary concepts, tools and techniques to solve organizational problems and/or to evolve new/innovative theoretical frame work.
  - b. Types of Project: The Project may take any one of the following forms (not limited to these):
    - i. Comprehensive case study (covering single organization/ multifunctional area problem, formulation, analysis and recommendations)
    - ii. Inter-organisational study aimed at inter-organisational comparison/ validation of theory/survey of management services.
    - iii. Evolution of any new conceptual / theoretical framework. iv) Business Plan/Viability Studies
    - iv. Field study (Empirical study).
    - v. Software analysis, Design and solutions for organisational achievement (Applicable to IT/Ecommerce)
  - c. Selection of Project Topic: -
    - Project topic has to be selected with respect to the programme of study and area elected by the student.
    - Title of the project should clearly specify the objective and scope of the study. It should be specific and neither too vague nor centralistic. The topics should be designed meticulously. It can be designed like "Employee Welfare Measures" – A case study of XYZ Ltd.
    - Project selection has to be made in consultation with the supervisor who will act as a Project guide for the student. The Project Guide/Supervisor shall approve the title and project synopsis in the initial phase of the project.
  - d. Scope of Work: - The student is expected to carry out following activities in the project:
    1. Prepare a synopsis and get it approved by the supervisor as assigned by the respective Institutes. **Approved synopsis shall be part of final report as appendix.**
    2. Undertake a detailed literature survey on the subject matter.
    3. Make relevant data collection/observation.
    4. Consult experts of the field.
    5. Visit related organizations/institutions/industries.
    6. Compile data in proper format.
    7. Make proper conclusion/recommendations.

8. Prepare a Project Report.
  9. The volume of the project-report should be ranging from 60-80 pages.
  10. Obtain approval of Project Report by project supervisor.
  11. Submit a hard-bound copy of the Project Report at the Institute.
- e. **Submission of the Research Project Report:** Every student shall submit a Hard Copy of the Research Project Report duly signed by the student and supervisor to the college/institute one month prior to the date of the commencement of the 7<sup>th</sup> and 8<sup>th</sup> Semester Examinations for M. Com. Following documents are required to be submitted with the Research Project Report:
- i. A certificate from the Supervisor to the effect that the candidate has satisfactorily completed the Project work for not less than one session and that the Project work is the result of the candidates own work and is of sufficiently high standard to warrant its presentation for examination
  - ii. A declaration by the candidate that the Project is the result of her/his own research work and the same has not been previously submitted to any examination of this University or any other University. The Project shall be liable to be rejected and /or cancelled if found otherwise.
  - iii. A certificate obtained through anti-plagiarism software stating that the original content of the project work report is more than 80% must be attached at the beginning of the project report and/or A certificate from the Supervisor to the effect that the candidate has not copied / plagiarised the contents of project report and that the supervisor has ensured the originality & authenticity of data /contents incorporated in the project report.
- f. **General Format of the Report:** The project report should preferably be written in the following format (The format may vary depending on the nature of research topic):
- i. Executive Summary
  - ii. Introduction to topic
  - iii. Research Methodology
  - iv. Analysis and Findings of the study
  - v. Conclusions and Recommendations
  - vi. Bibliography
7. The College/Institute, on receipt of the report from student, shall schedule the open defence seminar by a student before commencement of Session End Examination.
  8. The open defence seminar by a student shall be evaluated by the supervisor/mentor assigned to a student (as an internal examiner) and an external examiner appointed by the college/institute.
  9. **Appointment of External Examiner:** The External Examiner for evaluation of Research Project Report shall be appointed by the University through its established rules and procedures. The remuneration (Rs. 100 per student), TA/DA or Conveyance Allowance to external examiner may be paid by the college/institute which will be reimbursed by the university as per established rules.
  10. The Internal Examiner and External Examiner shall jointly evaluate the report submitted by the student and her/his seminar and shall immediately submit the evaluation report in the prescribed format provided along with.
  11. The College/Institute shall submit marks obtained by students to the university as per prevalent system within 3 days of evaluation.



**Semester-\_\_\_ Bachelor of Commerce (B. Com) Examination, Summer-20\_\_**  
**EVALUATION REPORT OF PROJECT REPORT & VIVA VOCE OF 100 MARKS**

Major: \_\_\_\_\_

Name of Student: - \_\_\_\_\_

Roll No. \_\_\_\_\_

Project Title: \_\_\_\_\_

Name of the Supervisor: \_\_\_\_\_

Parameters	Score out of	Marks Scored
<b>Research Project Proposal/Synopsis (SUBMITTED AND ATTACHED AS ANNEXURE TO PROJECT REPORT)</b> Identification of Problem Domain Research Gap Objectives Methodology Research Frame Sampling Method, Sample Size, Sample characteristics, Sample Frame Justification of Objectives and Methodology Steps to solve the defined problem Data collection Methods Primary & Secondary Data Targeted Respondent Population <b>Clarity About</b> Data Collection Tools & Techniques Classification & Graphical Representation of data Hypothesis Testing Concluding Remarks <b>Proposed Chapter Scheme</b>	20 Marks	
<b>Literature Review</b> Data to be collected from authenticated sources Literature Review with respect to Research gap Focused Information to be gathered from multiple reliable Secondary data sources The researcher needs to review at least 10 Research papers related to the specified research topic published in last 5 years	10 Marks	
<b>Data Collection, Field Work &amp; Analysis</b> Questionnaire formulation & Designing Pilot Study and Application Field Visit and data collection Data Reliability & Validity Data Sanitization Classification & graphical Representation Hypothesis Testing Conclusion & Finding	25 Marks	
<b>Project Report and References</b> Declarations and Undertaking/Plagiarism Report Project report in the specified format References and citations Annexures	10 Marks	
<b>Discussion and Specific Conclusions</b> Future work outlined	10Marks	
<b>Oral Presentation and viva voce</b> Contents of presentations Communication & Delivery Q & A	25 Marks	
	TOTAL MARKS SCORED OUT OF 100	
<b>Name &amp; Signature of External Examiner</b>	<b>Name &amp; Signature of Internal Examiner</b>	

IMPORTANT NOTE: Above format shall be used separately for 7<sup>th</sup> and 8<sup>th</sup> semesters as a student is carrying out different projects in these semesters.

### Rubric for Evaluation of Research Project Work

	Excellent (80-100% Marks)	Good (60-79% Marks)	Average (50-59% Marks)	Poor (Less than 50% Marks)
<b>Synopsis:</b> Identification of Problem Domain and Detailed analysis of Feasibility, Objectives and Methodology of Project Proposal	<ul style="list-style-type: none"> <li>Detailed and extensive explanation of the purpose and need of the project</li> <li>Detailed and extensive explanation of the specifications and the limitations of the existing Systems</li> </ul> <p>All objectives of the proposed work are well defined;</p>	<p>Good explanation of the purpose and need of the project</p> <ul style="list-style-type: none"> <li>Collects a great deal of information and good study of the existing systems;</li> <li>Good justification to the objectives; Methodology to be followed is specified but detailing is not done</li> </ul>	<p>Average explanation of the purpose and need of the project;</p> <ul style="list-style-type: none"> <li>Moderate study of the existing systems; collects some basic information</li> <li>Incomplete justification to the objectives proposed; Steps are mentioned but unclear; without justification to objectives</li> </ul>	<ul style="list-style-type: none"> <li>Moderate explanation of the purpose and need of the project</li> <li>Explanation of the specifications and the limitations of the existing systems not very satisfactory; limited information</li> </ul>
<b>Quantity &amp; Quality of Literature Review</b>	<ul style="list-style-type: none"> <li>Information is gathered from multiple, research-based sources.</li> </ul>	<ul style="list-style-type: none"> <li>Information is gathered from multiple sources.</li> </ul>	<ul style="list-style-type: none"> <li>Information is gathered from a limited number of sources.</li> </ul>	<ul style="list-style-type: none"> <li>Information is gathered from a single source.</li> </ul>
<b>Project Report and References</b>	<p>Project report is according to the specified format</p> <p>References and citations are appropriate and well mentioned</p>	<p>Project report is according to the specified format</p> <ul style="list-style-type: none"> <li>References and citations are appropriate but not mentioned well</li> </ul>	<p>Project report is according to the specified format but some mistakes</p> <ul style="list-style-type: none"> <li>In-sufficient references and citations</li> </ul>	<ul style="list-style-type: none"> <li>Project report not prepared according to the specified format</li> <li>References and citations are not appropriate</li> </ul>
<b>Discussion and Conclusions</b>	<p>Discussion and conclusions tie the problem statement, experiments, and results well to tell an overall story.</p> <p>Future work clearly outlined.</p>	<p>Some discussion and conclusions drawn, but missing some points in terms of linkage of results to problem statement</p>	<p>Major components missing in the discussion</p> <p>*Little attempt to tie together experiments and problem statement/claims</p>	<ul style="list-style-type: none"> <li>Little discussion or conclusions drawn.</li> </ul>
<b>Oral Presentation and viva voce</b>	<p>Contents of presentations are appropriate and well Delivered</p> <p>Clear voice with good spoken language</p>	<ul style="list-style-type: none"> <li>Contents of presentations are appropriate but not well delivered</li> <li>Eye contact with only</li> </ul>	<ul style="list-style-type: none"> <li>Contents of presentations are appropriate but not well delivered</li> <li>Eye contact with only</li> </ul>	<ul style="list-style-type: none"> <li>Contents of presentations are not appropriate and not well delivered</li> <li>Poor eye</li> </ul>

	and eye contact with Audience Comprehensive Q&A for all questions	few people and unclear voice ● Comprehensive Q&A for some questions	few people and unclear voice Average Q&A	contactwith audience and unclear voice ● Poor Q&A
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