

For students of English medium

Shri Gujarati Samaj, Indore

P.M.B. Gujarati Commerce College, Indore



Devi Ahilya University, Indore Graduate for a Compulsory Question Paper for BBA, B.Com. II Year

Session 2023-24

Final report of project work

Title of the Project Work _____

Name of institution (where project work will be done) _____

S.No	Name of the Students	Class / Sec / No.	Roll No.	Mobile No.
1				
2				
3				
4				
5				
6				

Name of the Supervisor : _____



NAAC accredited 'B' Grade
Shri Gujarati Samaj, Indore
P.M.B. GUJARATI COMMERCE COLLEGE
1, Nasia Road, Sanyogitaganj, Indore - 452 001.
Ph.- 0731-2701203, 2701205
email - pmbgujcom@yahoo.co.in,
Website - www.gujaraticommercecollege.com



S.No. / Aka / / 2024

Date

To,

Sub : Project work / Guidance / Training and related information under your Institute.

Sir / Madam,

As per instructions of Madhya Pradesh Government Higher Education Department, Bhopal, subject specific training / guidance work is to be done for college students.

Your guidance is important to us as our students want to be trained in your organization. So it is humble request to you to please give your consent. For providing training and related information.

Enclosure : Format G2

Signature of the Principal

Seal



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To,

Sub : Project work Guidance / guidance under your institute.

Sir / Madam,

As per instructions of Madhya Pradesh Government Higher Education Department, Bhopal, subject specific training / guidance work is to be done for college students.

In this regards the guidance of your institute is important for students who want to get training. So it is humble request to provide training and related knowledge to them in attached feedback format, which will be used further for evaluation of students after training.

Enclosure :

1. Feedback Format G2
2. List of prospected Trainee students

Signature of the Principal

Seal

Organization Information and Consent Letter

1. Institute / Instructor / Business Name & Registration -----
2. Nature of the Institution
(Private / Govt. / Semi-Govt. / Other) -----
3. Name of the Guidance Area of the
Institute -----
4. Number of persons working in various
positions / functions under the institute -----
5. Expected maximum number of
students whom the institute can train -----
6. Possibility of employment in organized /
unorganized sector after training from the institute -----
7. Other Special Information -----

Institution / personal guidance through P.M.B. Gujarati Commerce College, Indore, consent is given to impart training to the students.

Date :

Vigilance

Name of the head of the Institution / authorized person

FEEDBACK FORM

(Project work / Apprenticeship / Community Engagement)

*By the head of the institution / authorized officer / mentor of the concerned external institution (if any) to be filled.

Name of Trainee Student : _____

College Name : P.M.B. Gujarati Commerce College, Indore

Class & Class Number : _____

Roll No. :

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

No.	Evaluation Base	Awarded Rating Category (A/B/C)#	Comment
1.	Regular student attendance.		
2.	Theoretical knowledge acquired by the student.		
3.	Skills, practical knowledge acquired by the student on the job		
4.	Student's true seriousness towards work		
5.	Attitude and behaviour of students towards learning during working hours.		
6.	Co-ordination with co-workers, other members, ability to work in a group		
7.	Overall grade of the student		

Category : (A) **Excellent** (B) **Good** (C) **Normal**

Date : _____

Place : _____

Signature of authorized person _____

Name : _____

Padamudra (Seal)

(Certificate of Originality of the Student / Group)

DECLARATION

We hereby declare that this project Report is based on the original work done by us, in which published and unpublished material has been used after due acknowledgement. We also declare that the submitted project report has not been submitted earlier / at present for any other degree / course.

Students Name	Class	Serial Number	Signature (With Seal)

(Approval letter from Supervisor / Director)

SUPERVISOR / DIRECTOR

I _____ undersigned, I hereby certify that the abovementioned report is the actual report of the project work done by the students under my guidance. This report has been submitted after my approval in P.M.B. Gujarati Commerce College, Indore.

Signature _____
(Supervisor / Director)

Date : _____

Place : _____



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WORK COMPLETION CERTIFICATE

It is certified that (1) _____ Class _____
(2) _____ Class _____
(3) _____ Class _____
(4) _____ Class _____
(5) _____ Class _____
(6) _____ Class _____ has completed the
project work in the field of _____ by presenting here from
_____ to _____ date.

The above students are very hard working dedicated and result oriented in the institution. They did an excellent job during his tenure. We wish them a golden future.

With Best Wishes

Date : _____

Place : _____

Seal of the Institution

(Thank you letter)

ACKNOWLEDGMENT

College Principal : _____

Teacher Guide : _____

Other professors and : _____
associates of related subjects

Heads and Partners of : _____
External Organization

Classmates, relatives and : _____
others (from whom cooperation
was obtained)

Students names	Class	Serial Number	Signature (With date)

Date : _____

Place : _____

Project Work Progress Report
(Self Hand Written, 500 Words)

1. **Introduction and scope of the project work :** (in 50 words)

Under this point the students have to present their project, introduction with wide scope of work, need and subject matter of descriptive hypothesis will be given.

2. **Present the Plan of Project Work :** (in 50 words)

Outline of the proposed work and how it is to be accomplished, present the related information.

3. **Division of Work among students :** (in 100 words)

It is necessary to have a clear division of group of students working on project-related tasks. Along with the work plan, this division of work will also be mentioned in the beginning so that there can be clarity at the time of separate evaluation of the work completed by the students.

4. **Details of the concerned work place / institution (where the work is to be done) : (in 50 words)**

The project work/field survey etc., where it is to be completed, or the institution for which the draft has been planned give details. According to the requirement of the subject, it would be appropriate to give the details of the works under the institute related to the project work.

5. **Objective and Relevance : (in 250 words)**

The objectives of the proposed project should be concise and SMART.

*S - Specific, M - Measurable, A - Achievable, R - Realistic / Relatable (Real / Relevant), T - Time Bound (Time Bound) (S) Specific here means that clearly defined objectives and goals are set behind the project work. (M) Measurable means that the objective can be defined in such a way that it can be ensured that the complete / partial fulfillment of the proposed objective has been achieved or not. (A) At the same time, the possibility of ensuring the actual achievement of the objectives is also observable. (R) In how much time the objective of the project work completed (T) The objective should also be stated in the work plan how it can be completed.

The utility of the project, its relevance in real life and its application should be written in this report.

No.	Students names	Class / Sec / No.	Roll Number	Mobile Number
1				
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4				
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Second Progress report of Project Work
(Self Handwritten in 500 words)

1. **Project work Methodology (Work Flow) :** (in 125 words)

The action steps which are to be taken in the project work and their sequence should be written in this report.

2. **Details of information collection / field survey :** (in 125 words)

Project related survey, necessary information collection, process etc.

3. Literature Reviews : (in 125 words)

Present an statement of account of Prior work related to project planning, technical aspects, Literature etc.

4. Progress of work according to division of work (Separately) : (in 125 words)

Various tasks of the project has been divided among the students working in the group. In the second report, the work done by each student in Clear view is required here.

Student (1)

Student (2)

Student (3)

Student (4) _____

Student (5) _____

Student (6) _____

No.	Students names	Class / Sec / No.	Roll Number	Mobile Number
1				
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4				
5				
6				

Third Progress Report of Project Work
(Self Handwritten in 500 words)

1. **Description of the work done by student (Separately by each student) : (in 150 words)**

Each student working in the project work allotted details of project work done should be presented by the student.

2. **Analysis of information / Data collected. (in 100 words)**
Collected information, statistical & technical analysis of numerical data. Base of analysis.

3. **Methodology of Analysis / Technology used : (in 100 words)**

Analysis of information and results, choice of technique, full description of the process, propriety, error and analysis with reference to expected results. Comparison in reference to expected results.

4. **Challenges faced in Project Work : (in 150 words)**

During project work constraints, challenges and un-expected results about the Information procedures to be followed and details of situations arising, their solutions, etc.

No.	Students names	Class / Sec / No.	Roll Number	Mobile Number
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2				
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2. **Background, literature review :** (in 250 words)

Present an statement of account of Prior work related to project planning, technical aspects, Literature etc.

Lined area for writing the background and literature review.

Chapter - II

1. **Project Methodology (work flow) :** **(in 500 words)**

Action steps to be taken in the project work and their sequence should be written in this report.

2. Challenges in Project Work : (in 750 words)

Information related to problems , challenges and unexpected results with informational processes and details of situations created during project work, their solutions etc.

References

No.	Book / Magazine	Publisher
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2.		
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