SRI PADMAVATI MAHILA VISVSVIDYALAYAM, TIRUPATI (AP)

CENTRE FOR DISTANCE AND ONLINE EDUCATION (CDOE)

Master of Commerce (M. Com)

M.Com 405: Internship Cum Project

(Marks: 120)

Students are instructed to finalise a suitable project title based on their interest. After completing the study, students must submit a comprehensive **Project Report** following the structure and guidelines given below.

Suggested length: 8,000 - 12,000 words, excluding preliminary pages, references and annexures, subject to university guidelines.

STRUCTURE OF THE MAIN PROJECT REPORT

PRELIMINARY PAGES

1. Title Page
2. Student Declaration
3. Acknowledgement
4. Abstract / Executive Summary (250–300 words)
5. Table of Contents
6. List of Tables
7. List of Figures / Graphs

CHAPTER I: INTRODUCTION

1.1 Conceptual Framework: Explain the key concepts, definitions, theories and models relevant to the topic. Discuss the important variables and their relationship to the study.

1.2 Industry Profile: Provide an overview of the industry related to the project, including its development, structure, current trends, major players, opportunities and challenges.

1.3 Company Profile: Present the background of the organisation, its history, vision, mission, objectives, organisational structure, products or services, major activities and the department relevant to the study.

For projects based on secondary data or industry-level analysis, an appropriate sector profile may be provided instead of a company profile.

CHAPTER II: RESEARCH METHODOLOGY

2.1 Need for the Study: Explain why the study is necessary and how it may benefit the organisation, industry, customers, employees or other stakeholders.

2.2 Scope of the Study: Specify the geographical area, organisation, subject coverage, respondents, variables and period covered by the study.

2.3 Objectives of the Study: State one general objective and 3–5 specific objectives that clearly indicate what the study intends to examine or analyse.

2.4 Research Methodology

2.4.1 Type of Research: Specify the research design, such as descriptive, exploratory, analytical or empirical research, as appropriate.

2.4.2 Sources of Data: Explain the sources of data used in the study:

- **Primary data:** Questionnaires, interviews, observations or schedules, wherever applicable.
- **Secondary data:** Annual reports, financial statements, company records, books, journals, research articles, government reports and reliable websites.

2.4.3 Population and Sample Size (for primary data studies only): Define the target population and state the sample size selected for the study, wherever applicable.

2.4.4 Sampling Technique (for primary data studies only): Specify the sampling method used, such as simple random sampling, stratified sampling, convenience sampling or purposive sampling, as appropriate.

2.4.5 Tools for Data Analysis: Specify the statistical and analytical techniques used, such as percentages, averages, ratios, trend analysis, charts, graphs, correlation, regression, hypothesis testing or other tools relevant to the objectives.

2.4.6 Period of the Study: Mention the period during which the study was conducted and the financial years covered, wherever applicable.

2.5 Limitations of the Study: State the constraints encountered or anticipated, such as limited time, sample size, availability of data, access to organisational information or the scope of the study.

CHAPTER III: DATA ANALYSIS AND INTERPRETATION

Present the data collected in a systematic manner using tables, charts, graphs and other appropriate forms of presentation.

- Analyse the data using suitable statistical and analytical tools.
- Interpret the results clearly and relate them to the objectives of the study.
- For financial studies, present relevant financial statements, financial ratios, comparative statements, common-size statements, trend analysis or other applicable techniques.
- For survey-based studies, present the responses, percentages, averages and statistical tests, wherever appropriate.
- Test the hypotheses, if formulated, and explain the results.
- Provide a brief interpretation below each table or figure, highlighting the major observations.
- Ensure that all tables and figures are properly numbered, titled and sourced.

CHAPTER IV: FINDINGS, SUGGESTIONS AND CONCLUSION

4.1 Findings of the Study: Present the major findings derived from the data analysis. The findings should directly address the objectives of the study and be supported by the results.

4.2 Suggestions: Provide practical and feasible recommendations based on the findings. Suggestions should address the issues identified and indicate possible improvements for the organisation, industry or stakeholders.

4.3 Practical Implications of the Study: Explain how the findings can be applied in managerial decision-making, policy formulation, financial planning, marketing strategies, human resource management, operations or other relevant functional areas.

4.4 Conclusion: Summarise the overall outcome of the study, highlighting the extent to which the objectives have been achieved and the major insights obtained. The conclusion should be concise and consistent with the findings.

REFERENCES

List all books, research articles, reports, websites and other sources cited in the project report. References must be presented in APA format.

ANNEXURES

Include relevant supporting materials, as applicable:

1. Financial statements and supporting financial data.
2. Questionnaire / Interview Schedule.
3. Additional tables, calculations and statistical outputs.
4. Supporting documents, formats or other relevant annexures.

Each annexure should be clearly titled and numbered (Annexure I, Annexure II, etc.) and referred to in the main report wherever necessary.

GENERAL FORMATTING GUIDELINES

- **Paper size:** A4
- **Font:** Times New Roman, 12 pt
- **Line spacing:** 1.5
- **Alignment:** Justified
- **Margins:** 1 inch on all sides
- **Chapter headings:** Bold, in uppercase and centred, 14 pt
- **Subheadings:** Numbered consistently as shown above, 12 pt
- **Page numbering:** Use consistent page numbering throughout the report.
- **Tables and figures:** Number chapter-wise, with suitable titles.
- **Referencing:** APA Format
- **Printing and Binding:** The report should be neatly typed, printed on A4-size paper and submitted in Perfect Binding format.
- **Sample Title Page:** A sample title page is enclosed for reference.

A COMPARATIVE ANALYSIS OF THE FINANCIAL PERFORMANCE OF STATE BANK OF INDIA AND BANK OF BARODA

PROJECT REPORT

Submitted in the partial fulfillment of the
Requirement for the award of the degree of

MASTERS OF COMMERCE

Submitted by

NAME OF THE STUDENT
(Roll Number)

Accredited with **"A+"** Grade by NAAC

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