

No. CPJCHS/2024/033

28-Aug-2024

**NOTICE**

**Internship Project Report B.COM (H) - V Semester**

All students of B.Com(H) V Semester are required to submit their Internship Project Report (BCOM - 315) in Hard Copy to their respective Mentor (Mentors List Attached) as per below mentioned schedule:

S. No.	PARTICULARS	DEADLINE
1.	Submission of Project Titles	10 <sup>th</sup> Sep, 2024
2.	Progress Work: Review 1	25 <sup>th</sup> Sep, 2024
3.	Progress Work: Review 2	10 <sup>th</sup> Oct, 2024
4.	Submission of Final Report	18 <sup>th</sup> Oct, 2024
5.	Internal Project VIVA	Will be Notified in Internal Examination Date sheet

You are also required to prepare a PPT & Hard Bound File of the Internship Project Report for the submission in External Project VIVA, which will be declared by the GGSIPU.

**Kindly Note:** You all are required to follow the Guidelines for the Preparation of the Project Report.

**For any query, kindly contact your Mentor.**

Sd/-  
Director

**Annexure:**

1. Mentor List
2. Guideines

**CC:**

- Director General – for kind information
- PC B.COM (H) | CC & Mentors of B.COM (H) –V Semester
- In charge – Social Media with the request to upload the Notice on Social media platform & College website

**Batch: 2022-2025**

**Mentors & Mentees List of Project Report**  
**Class: B.COM (H) - V Semester**

S. No.	Enrollment No.	Student Name	Mentor Name
1	00121588822	SOMYA GIRADH	Ms. Aayushi Jain (M. 8950390933) <a href="mailto:aayushi.jain@cpj.edu.in">aayushi.jain@cpj.edu.in</a>
2	00221588822	AKSHIMA CHAUHAN	
3	00321588822	PRAPTI KHANNA	
4	00421588822	RACHIT BAJAJ	
5	00521588822	RUPANSHI CHOPRA	
6	00621588822	ADIT MUKHERJI	
7	00721588822	PRACHI SAINI	
8	00821588822	VEDVRAT	
9	00921588822	GARVIT SEHGAL	
10	01021588822	VANSHIKA BANSAL	
11	01121588822	VANSHIKA SABHERWAL	
12	01221588822	NITYA SABHARWAL	
13	01321588822	AASHI RAGHAV	
14	01421588822	NEELIMA JAIN	
15	01521588822	SANAA LARI	
16	01621588822	PALAK GUPTA	
17	80121588822	PARTH	
18	80212588822	DEEPANSHU	
19	80321588822	KOMAL	
20	00124288822	BHAVUK SHARMA	
21	00224288822	KARTIK BANSAL	
22	00324288822	ROSHINI	

**GUIDELINES FOR PREPARATION OF INTERNSHIP PROJECT REPORT FOR  
B.COM(H) - V SEMESTER**

**INSTRUCTIONS FOR PREPARATION OF THE SUMMER TRAINING PROJECT REPORT**

Students are required to follow the mentioned pattern in preparing the Summer Training Project Report:

**Format of the report:**

1. Title page
2. Certificate
3. Acknowledgement
4. Table of Contents
5. Chapter Plan: Chapter I: Introduction
  - Introduction about the Company
  - Objectives of the Study
6. Chapter II: Industry Profile
7. Chapter III: Research Methodology
  - Research Design
  - Methodology used for Data Collection
  - Statistical Techniques used in Project
8. Chapter IV:
  - Analysis & Interpretation
  - Findings and Suggestions
9. Chapter V: Summary & Conclusion

**Format for Bibliography**

**Books**

Pandey, I.M.; Financial Management, Vikas Publishers, New Delhi; Edition 2016.

**Articles**

Gupta, K; Durables: On a Fast Track; Harvard Business Review, No. 11; Vol. 8; pp 47.

**Websites:**

[www.researchgate.net](http://www.researchgate.net)

**Annexure:**

Questionnaire (if applicable)

**1. ARRANGEMENT OF CONTENTS:**

The sequence in which the Summer Training Project Report material should be arranged and bound should be as follows:

1. Title Page
2. Certificate
3. Acknowledgement
4. Executive Summary
5. Table of Contents
6. Chapter Plan:

Chapter I: Introduction Company Profile

Chapter II: Industry Profile

Chapter III: Research Methodology

Chapter IV: Analysis and Interpretation

Chapter V: Summary & Conclusion

7. List of Tables
8. List of Figures
9. List of Symbols, Abbreviations and Nomenclature
10. Appendices
11. References/ Bibliography

The table and figures shall be introduced in the appropriate places.

## 2. PAGE DIMENSION AND BINDING SPECIFICATIONS:

The dimension of the project report should be in A4 size. Project Report should be bound using flexible cover of the thick white art paper. The cover should be **printed in black letters** and the text for printing should be identical.

## 3. PREPARATION FORMAT:

**3.1 Cover Page & Title Page** – A specimen copy of the Cover page & Title page of the Project Report are given in **Appendix 1**.

**3.2 Company Certificate** – A specimen copy of the Cover page & Title page of the project report are given in **Appendix 2**.

**3.3 Acknowledgement:**

**3.4 Abstract** – Abstract should be one page synopsis of the project report typed double line spacing, Font Style Times New Roman and Font Size 12.

**3.5 Table of Contents** – The table of contents should list all material following it as well as any material which precedes it. The title page and Bonafide Certificate will not find a place among the items listed in the Table of Contents but the page numbers of which are in lower case Roman letters. One and a half spacing should be adopted for typing the matter under this head. A specimen copy of the Table of Contents of the project report is given in **Appendix 5**.

**3.6 List of Tables** – The list should use exactly the same captions as they appear above the tables in the text. One and a half spacing should be adopted for typing the matter under this head.

**3.7 List of Figures** – The list should use exactly the same captions as they appear below the figures in the text. One and a half spacing should be adopted for typing the matter under this head.

**3.8 List of Symbols, Abbreviations and Nomenclature** – One and a half spacing should be adopted or typing the matter under this head. Standard symbols, abbreviations etc. should be used.

**3.9 Chapters** – The chapters may be broadly divided into 5 parts (i) **Introductory Chapter** (ii) **Industry Profile** (iii) **Research Methodology** (iv) **Analysis & Interpretation** (v) **Summary & Conclusion**

The main text will be divided into several chapters and each chapter may be further divided into several divisions and sub-divisions.

- Each chapter should be given an appropriate title.

- Tables and figures in a chapter should be placed in the immediate vicinity of the reference where they are cited.
- Footnotes should be used sparingly. They should be typed single space and placed directly underneath in the very same page, which refers to the material they annotate.

**3.10 Appendices** – Appendices are provided to give supplementary information, which is included in the main text may serve as a distraction and cloud the central theme.

- Appendices should be numbered using Arabic numerals, e.g. Appendix 1, Appendix 2, etc.
- Appendices, Tables and References appearing in appendices should be numbered and referred at appropriate places just as in the case of chapters.
- Appendices shall carry the title of the work reported and the same title shall be made in the contents page also.

**3.11 List of References** –The listing of references should be typed 4 spaces below the heading “REFERENCES” in alphabetical order in single spacing left – justified. The reference material should be listed in the alphabetical order of the first author. The name of the author/authors should be immediately followed by the year and other details.

A typical illustrative list given below relates to the citation example quoted above.

### **REFERENCES**

1. Aripnammal, S. and Natarajan, S. (2014) “Transport Phenomena of Sm Sel – X Asx”, *Pramana – Journal of Physics* Vol.42, No.1, pp.421-425.
2. Barnard, R.W. and Kellogg, C. (2020) “Applications of Convolution Operators to Problems in Univalent Function Theory”, *Michigan Math. J.*, Vol.27, pp.81–94.
3. Shin, K.G. and McKay, N.D. (2014) “Open Loop Minimum Time Control of Mechanical Manipulations and its Applications”, *Proc. Amer. Contr. Conf.*, San Diego, CA, pp. 1231-1236.

### **FORMAT FOR BIBLIOGRAPHY**

#### **Books**

Pandey, I.M; *Financial Management*, Vikas Publishers, New Delhi; Edition 2016

#### **Articles**

Gupta, K; *Durables: On a Fast Track*; *Harvard Business Review*, No. 11; Vol. 8; pp 4-7.

#### **Websites:**

[www.researchgate.net](http://www.researchgate.net)

**3.12 Table and figures** - By the word Table, is meant tabulated numerical data in the body of the project report as well as in the appendices. All other non-verbal materials used in the body of the project work and appendices such as charts, graphs, maps, photographs and diagrams may be designated as figures.

**4. TYPING INSTRUCTIONS:**

The impression on the typed copies should be black in color.

One and a half spacing should be used for typing the general text. The general text shall be typed in the Font style “Times New Roman” and Font size 12.

CPJCHS & SOL



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**APPENDIX 1**

**INTERNSHIP PROJECT REPORT**

**On**

**“Marketing Strategy for Insurance Company  
with reference to LIC”**

**Submitted in the partial fulfillment for the award of Degree**

**B.COM (H): 2022-25**

**Under The Guidance:**

Mr. Kamal Batra

Assistant Professor, CPJCHS

**Submitted By:**

Saumya Girath

Enrollment No. ....

Batch: **2022-25**



**CHANDERPRABHU JAIN COLLEGE OF HIGHER STUDIES & SCHOOL OF LAW**

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**Plot No OCF Sector A-8, Narela New Delhi - 110040**





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**APPENDIX 2**

**DECLARATION**

This is to certify that Internship Project Report entitled “.....” which is submitted by me in partial fulfillment of the requirement for the award of degree B.COM (H) to GGSIP University, Dwarka, Delhi comprises only my original work and due acknowledgement has been made in the text to all other material used.

**Date:**

**Name and Signature of Student**

**Approved By:**

**Name of Guide**

CPJCHS & SOL





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**APPENDIX 3**

**CERTIFICATE**

This is to certify that Internship Project Report entitled “ .....”  
which is submitted by .....in partial fulfillment of the requirement  
for the award of degree B.COM (H) to GGSIP University, Dwarka, Delhi is arecord of the  
candidate own work carried out by him under my/our supervision

**Date:**

**Supervisor Signature**



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## APPENDIX 4

### ACKNOWLEDGEMENT

I offer my sincere thanks and humble regards to Chanderprabhu Jain College of Higher Studies & School of Law, GGSIP University, New Delhi for imparting us very valuable professional learning in Internship Project Report of B.COM (H).

I pay my gratitude and sincere regards to Mr./Ms.. ..... my project Guide, for imparting his/ her knowledge. I am thankful to him as he has been a constant source of advice, motivation and inspiration. I am also thankful to him for giving his suggestions and encouragement throughout the project work.

I take the opportunity to express my gratitude and thanks to our computer Lab staff and library staff for providing me opportunity to utilize their resources for the completion of the project.

I am also thankful to my family and friends for constantly motivating me to complete the project and providing me an environment which enhanced my knowledge

**Student's Signature**