



DR. C. V. RAMAN UNIVERSITY

Kargi Road Kota, Bilaspur, Chhattisgarh
Phone : 07753-253851, Website: www.cvru.ac.in

**SCHEME OF EXAMINATION
MASTER OF COMMERCE (MCOM)**

Duration- 24 Months (2 Years)

Eligibility- Graduate with Commerce

PROPOSED SCHEME OF EXAMINATION

Course Code	Name of the Course	Credit	Total Marks	Theory		Practical Marks		Assignments	
				Max	Min	Max	Min	Max	Min
FIRST SEMESTER									
1MCOM1	Management Concept & Organistional Behaviour	4	100	70	25	-	-	30	11
1MCOM2	Managerial Economics	4	100	70	25	-	-	30	11
1MCOM3	Business Environment	4	100	70	25	-	-	30	11
1MCOM4	Cost Analysis & Control	4	100	70	25	-	-	30	11
1MCOM5	Business Ethics and CSR	4	100	70	25	-	-	30	11
Total		20	500	350	140	-	-	150	60
SECOND SEMESTER									
2MCOM1	Functional Management	4	100	70	25	-	-	30	11
2MCOM2	Advance Accounting	4	100	70	25	-	-	30	11
2MCOM3	Advanced Statistical Analysis	4	100	70	25	-	-	30	11
2MCOM4	Corporate Legal Framework	4	100	70	25	-	-	30	11
2 MCOM5	Auditing	4	100	70	25	-	-	30	11
Total		20	500	350	140	-	-	150	60
THIRD SEMESTER									
3MCOM1	International Business	4	100	70	25	-	-	30	11
3MCOM2	Accounting for Managerial Decisions	4	100	70	25	-	-	30	11
3MCOM3	Tax Planning & management	4	100	70	25	-	-	30	11
3MCOM4	Entrepreneurship Skill Development	4	100	70	25	-	-	30	11

3MCOM5	Indian Banking	4	100	70	25	-	-	30	11
Total		20	500	350	140	-	-	150	60
FOURTH SEMESTER									
4MCOM1	Research Methodology	4	100	70	25	-	-	30	11
4MCOM2 /3 /4	Selected Stream Subjects	4	100	70	25	-	-	30	11
4MCOM5	Project Report/Dissertation	4	100	70	25	-	-	30	10
Total		20	500	350	140	-	-	150	60

MARKETING									
4MCOM2M	Advertising & Sales Promotion	4	100	70	25	-	-	30	11
4MCOM3M	Consumer Behaviour	4	100	70	25	-	-	30	11
4MCOM4M	Rural & Agriculture Marketing	4	100	70	25	-	-	30	11

FINANCE									
4MCOM2F	Financial Institutions & Services	4	100	70	25	-	-	30	11
4MCOM3F	Security Analysis & Portfolio Management	4	100	70	25	-	-	30	11
4MCOM4F	Project Management & Control	4	100	70	25	-	-	30	11

M.COM (PLAIN)									
4MCOM2P	Accounting Theory	4	100	70	25	-	-	30	11
4MCOM3P	Corporate Accounting	4	100	70	25	-	-	30	11
4MCOM4P	Company Law & Secretarial Practices	4	100	70	25	-	-	30	11

Evaluation Scheme:

1. 36% in each theory, practical, project, dissertation & internal assessment and also the total Aggregate for passing is 40%.
2. Total project marks is 100 in which 70 marks for project report and 30 marks will be for project viva.

DETAILED SYLLABUS AND REFERENCE BOOK



Dr. C.V. RAMAN UNIVERSITY

Kargi Road, Kota, Bilaspur (C.G.)

SEMESTER- First Semester

PROGRAMME: M.COM

Course Code: 1MCOM1,CREDIT:-4

COURSE: - MANAGEMENT CONCEPTS & ORGANISATIONAL BEHAVIOUR

Theo. Max. M: 70 Min. M: 25

Assig. Max.M: 30 Min. M: 11

UNIT I

Basic concepts of management: Definition – Need and Scope – Different schools of management thought – Behavioural, Scientific, Systems, and Contingency, Contributions of Taylor, Gantt, Gilbreth, Fayol, Weber, Elton Mayo, Chester Bernard, Maslow, Herzberg, Likert and McGergor,

UNIT II

Functions of Management –Planning – Concept, Nature, Importance, Steps, Limitations, Management by Objectives, Organizing - Concept, Nature, Importance, Principles, Centralization, Decentralization, Organization Structures- Line and Staff Authority, Functional, Matrix, Geographical, New Forms of Organization, Staffing - Concept, Nature, Steps, Concept of knowledge worker, Directing – Concept, Nature, Importance, Controlling - Concept, Nature, Importance, Process of controlling, Control Techniques, Leadership: Concept, Nature, Importance, Attributes of a leader, developing leaders across the organization, Leadership Grid, Decision making: Concept, Nature, Importance, and Process, Types of decisions, Problems in decision making.

UNIT III

Introduction to Organizational Behaviour: Definition, Importance, Scope, Fundamental Concepts of OB, Different models of OB, Personality & Attitudes: Meaning of personality, attitude - Development of personality – Attributes of personality- Transactional Analysis – Ego states –Johari window - Nature and dimensions of attitude – Developing the right attitude,

UNIT IV

Motivation: Definition, Importance, Motives – Characteristics, Classification of motives - Primary & Secondary motives. Theories of Motivation - Maslow's Theory of need hierarchy - Herzberg's theory, Morale - Definition and relationship with productivity - Morale Indicators, Group Dynamics and Team building: Concept of Group & Team. Theories of Group Formation - Formal and Informal Groups, Importance of Team building,

UNIT V

Conflict Management: Definition. Traditional Vs Modern view of conflict – Types of conflict – Intrapersonal, Interpersonal, Organizational, Constructive and Destructive conflict, Stress management: Definition, Causes, Managing stress, Stress as a motivator, Work life balance, Change management: Concept of change, change as a natural process, Importance & Causes of change, Learning – unlearning, Concept of learning organizations,

REFERENCE BOOK:

- प्रबंधकीय अवधारणाएं एवं संगठनात्मक व्यवहार, संजय गुप्ता, साहित्य भवन प्रकाशन 2013 संस्करण।
- Management Process And Organizational Behavior, P. k agrawal, Vrinda Publication
- Business Organizational & Management Dr. Satish Kumar Saha, SahityaBhawan Publication
- Organization behavior, R K chopra, sun india publication
- Principles and Practices of Management - Shejwalkar and Ghanekar
- Management Concepts & Practices – Hannagan.



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Kargi Road, Kota, Bilaspur (C.G.)

SEMESTER- First Semester

PROGRAMME: M.COM
Course Code: 1MCOM2,CREDIT:-4
COURSE: - MANAGERIAL ECONOMICS

Theo. Max. M: 70 Min. M: 25
Assig. Max.M: 30 Min. M: 11

Unit-1

Meaning of Managerial economics : Nature and Scope of Managerial economics, Managerial Economist : Role and Responsibilities, fundamental economic concepts Profit Maximization Theory.

Unit-2

Demand Analysis : Elasticity of Demand, Introduction Explanation Theory of Consumer Choice, Indifference Approach, Revealed Preference Theory.

Unit-3

Production Function : Law of Variable Proportions, Law of Returns to Scale.

Unit-4

Business Cycles : Nature and Phases, Theories of Business Cycles.

Unit-5

Profit Management : Measurement of Profit, Concept of Risk and Uncertainty.

REFERENCE BOOK:

- प्रबंधकीय अर्थशास्त्र डॉ. शर्मा. केजरीवाल एवं अग्रवाल साहित्य भवन पब्लिकेशन 2013 संस्करण।
- Managerial Economics – M L Jhingan, J.K Stephen, Vrinda Publication
- Managerial Economics- N Kumar & R.Mittal Anmol Publication Pvt Ltd.
- Managerial Economics – Analysis, Problems and Cases, P.L. Mehta, Sultan Chand Sons, New Delhi
- Managerial Economics- D.N. Dwivedi, Vikas Publication New Delhi.
- Managerial Economics – Varshney and Maheshwari, Sultan Chand and Sons, New Delhi
- Managerial Economics – D. Salvatore, McGraw Hill, New Delhi
- Managerial Economics – Pearson and Lewis, Prentice Hall, New Delhi
- Managerial Economics – G.S. Gupta, T M H, New Delhi
- Managerial Economics – Mote, Paul and Gupta, T M H, New Delhi
- Managerial Economics –Joel Dean, Prentice Hall, USA



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SEMESTER- First Semester

PROGRAMME: M.COM
Course Code: 1MCOM3,CREDIT:-4
COURSE: - BUSINESS ENVIRONMENT

Theo. Max. M: 70 Min. M: 25
Assig. Max.M: 30 Min. M: 11

Unit-1

Theoretical Framework of Business Environment: Concept, Significance and nature of business environment; Elements of environment -internal and external, Changing dimensions of business environment. Liberalisation, Privatisation and Globalisation.

Unit-2

Economic Environment of Business: significance and elements of economic Environment, economic systems and business environment, Economic planning in India, Government policies - Industrial policy, licensing policy, fiscal policy, Monetary policy and EXIM policy.

Unit-3

Political and Legal Environment of Business: Monopoly and Restrictive Trade Practices (MRTP) Act, Foreign Exchange Management Act (FEMA), Consumer Protection Act, Patent Laws.

Unit-4

Socio, Cultural & International Environment: Social responsibility of business, Characteristics, Components, Scope, relationship between society and business, Socio-cultural business Environment, Social Groups, World Trade Organisation (WTO), International Monetary Fund (IMF), Foreign Investment in India

Unit-5 Technological Environment: Concept, Online Channels, Online Services, Advantage of Online services, E-commerce, Indian conditions of E-commerce, Electronic Banking, Franchise Business.

REFERENCE BOOK:

- व्यावसायिक पर्यावरण, डॉ. एस.के. सिंह, साहित्य भवन प्रकाशन 2013 संस्करण।
- पर्यावरण डॉ. एन.एस. भंडारी साहित्य भवन प्रकाशन 2013 संस्करण।
- Business Environment –Dr P C Jain& Dr.S.S Verma, sahitya Bhawan Publication
- Business Environment-Vivek Mittal, Excel Book
- Sundaram & Black ,The International Business Environment ,Prentice Hall, New Delhi.



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SEMESTER- First Semester

PROGRAMME: M.COM

Course Code: 1MCOM4,CREDIT:-4

COURSE: - COST ANALYSIS & CONTROL

Theo. Max. M: 70 Min. M: 25

Assig. Max.M: 30 Min. M: 11

Unit-1

Various cost concepts, Cost centre and cost unit, Methods and techniques of Costing. Installation of costing system, Methods of inventory control, Overheads Accounting.

Unit-2

Process Accounting Joint product and Bye product, Equivalent Production and Inter Process Profit, Operating Cost.

Unit-3

Marginal Costing : Concepts, Break Even Analysis, Uniform costing and Inter firm comparison. Use of Managerial Costing in business Decision.

Unit-4

Budgetary Control : Basic concepts, Preparation of functional budget: Cost Audit : Objectives and Advantages.

Unit-5

Standard Costing and Variance Analysis.

REFERENCE BOOK:

- Cost Accounting, Prof. Agrawal & Dr. Gupta, Sahitya Bhawan Publication 2013 Edition.
- S.P. Jain and K.L. Narang , “Cost Accounting”, Kalyani Publishers, New Delhi.Edn.2005
- R.S.N. Pillai and V. Bagavathi , “Cost Accounting”,S. Chand and Company Ltd., New Delhi.Edn.2004
- S.P.Iyyangar, “Cost Accounting Principles and Practice”, Sultan Chand, New Delhi. 2005.
- V.KSaxena & C.D.Vashist, “Cost Accounting”, Sultan Chand, New Delhi 2005.
- M.N.Arora, “Cost Accounting”, Sultan Chand, NewDelhi 2005.
- Cost Accounting - S.P. Jain & K.L Narang
- Cost Accounting - S.P.Iyenkar
- Cost Accounting - Pillai & Bhavathi
- Cost Accounting - S.N.Maheswari



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SEMESTER- First Semester

PROGRAMME: M.COM
Course Code: 1MCOM5, CREDIT:-4
COURSE : BUSINESS ETHICS & CSR

Theo. Max. M: 70 Min. M: 25
Assig. Max.M: 30 Min. M: 11

UNIT I

BUSINESS ETHICS, Introduction, Concept of Business Ethics, Overview of Business Ethics, Factors affecting Business Ethics, Objectives of Business Ethics, Source of Business Ethics, Morality and Etiquette, Morality and Religion, Morality and Law, Moral Duty, Right and Obligation, Theory of Distributive Justice, Business Ethics in Practice, Attitude of Indian Managers towards Business Ethics.

UNIT II

PHILOSOPHICAL FOUNDATION OF ETHICS, Introduction, Customary Morality and Reflective Morality, Ethical Relativism, Normative Ethical System, Ethics Issues in Different Spheres, Egoism, Utilitarianism, Ethical Formalization, Theoretical Normative Ethics, **BUSINESS AND SOCIETY**, Introduction, Social Orientation of Business, Social Responsibility of Business, Social Responsibility and Social Responsiveness, Gandhian Philosophy of Wealth Management, Social Audit, Corporate Social Performance.

UNIT III

VALUES AND WORK, Introduction, Characteristics of Values, Types of Values, Importance of Values, Difference between Values and Skills, Managing Leadership Values, Corporate Values, Business Culture and Values, Human Values for TQM, Quality Leadership, Indian Ethos for Management, Work Ethics, Work Culture, Corporate Culture.

UNIT IV

ETHICS AT WORK PLACE, Introduction, Ethics at Work Place, Personal Values and Organizational Goals, Organizational Norms and Conformity, Ethics and Decision Making, Ethical Dilemma, Ethics and Human Resource Management, Ethics and Marketing, Consumerism, Ethics and Advertising, Marketing Research, Price Fixation, Marketing Strategies, Ethics and Corporate Governance, Corporate Disclosure, Ethics, Technology and Computers, Intellectual Property Rights, Ethics and Environment, Sexual Harassment.

UNIT V

ETHICS AND CORPORATE CULTURE, Introduction, Measures to Encourage Ethical Conduct and Institutionalize Ethics Training, Code of Conduct, Formal Committees, Ethics Audit, Professional Values and Professional Codes, Managing Ethical Conduct in Modern Times, **SOCIAL AND ECONOMIC ISSUES**, Introduction, Adaptation to Changing Environment, Economic Growth and Change Areas, Emerging Opportunities in Various Sectors, Management Practices and Cultural Issues, Global Political Situation, Global Competitive Environment, Internal Scene in India.

REFERENCE BOOK:

- Business Ethics & Csr-Murthy, APH Publishing Corporation
- Business Ethics-Badi R.V & Badi N V, Vrinda Publication
- Velasquez (2002) - Business Ethics - Concepts and Cases, Prentice Hall, 5th edition.
- Baxi C.V. and Prasad Ajit (2005): Corporate Social Responsibility, Excel BOOK.
- KaurTripat, Values & Ethics in Management, Galgotia Publications.
- Badi, R.V. and Badi, N.V. Business Ethics, Vrinda Publications

SECOND SEMESTER



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SEMESTER- Second Semester

PROGRAMME: M.COM
Course Code: 2MCOM1,CREDIT:-4
COURSE: -FUNCTIONAL MANAGEMENT

Theo. Max. M: 70 Min. M: 25
Assig. Max.M: 30 Min. M: 11

Unit – I

Financial Management : Concept, Nature and Objectives, Functions of Financial Manager, Financial Planning - Nature, Need and influencing factors, Characteristics of a sound financial plan.

Unit - II

Capitalization : Concept and Theories, Over and Under Capitalization, Capital structure, Balanced Capital Structure, Trading on Equity, Leverage: Financial and Operating leverage.

Unit - III

Marketing Management : Concept Nature and Scope of marketing, Functions of marketing management, Marketing mix. Advertising Management: Meaning Objectives, functions and scope, Media of advertising, Selecting an advertising media Essential of a good advertising copy, Meaning of Sales Promotion, Importance, limitations and Methods of sales promotion.

Unit - IV

Personnel Management : Concept, Functions, Scope and Importance, Signification of Man-Power Planning, Sources of Recruitment, Characteristics of a Good Recruitment Policy, Concept of Selection, Selection procedure, Importance of employee Training, Methods of Training.

Unit - V

Production Management : Concept, Importance, Scope and functions. Types of production systems, Concept of production planning, objectives, elements and steps. Procedure of production control, Process of New Product Development, Concept of Product Diversification, Standardization, Simplification and Specialization.

REFERENCE BOOK:

- Financial Management, M Y Khan & P K Jain,Tata Mcgraw Hill
- Marketing Management, Sherlekar,Himalaya Publication
- Personnel And Humanresource Management,P. Subba Rao,Himalaya Publication
- Production And Operation Management, R V Bedi & N V Bedi,Vrinda Publication



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Kargi Road, Kota, Bilaspur (C.G.)

SEMESTER- Second Semester

PROGRAMME: M.COM
Course Code: 2MCOM2,CREDIT:-4
COURSE: -ADVANCED ACCOUNTING

Theo. Max. M: 70 Min. M: 25
Assig. Max.M: 30 Min. M: 11

Unit-I

Advanced problems of Final Accounts

Unit-II

Advanced Problems of Bank Reconciliation Statement, Rectification of Errors, Accounting for Non Profit Organization.

Unit-III

Accounting from Incomplete Records, Accounting for Insurance Claim.

Unit-IV

Investment A/c, Voyage A/c, Insolvency A/c.

Unit-V

Dissolution of partnership firm including sales of Firm and Amalgamation.

REFERENCE BOOK:

- उच्चतर लागत लेखांकन, प्रो. एम.एल. अग्रवाल एव 'के.एल. गुप्ता', साहित्य भवन प्रकाशन 2013 संस्करण।
- उच्चतर लेखांकन, डॉ एस.एम. शुक्ला साहित्य भवन प्रकाशन 2013 संस्करण।
- Advanced Accounting, Dr. S C Jain, Kailash Pustak Sadan
- Advanced Accounting, Jain And Narang
- T.S. Grewal : Advanced Accounting
- M.C Shukla : Advanced Accounting
- T.S.Reddy & A.Murthy : Financial Accounting



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SEMESTER- Second Semester

PROGRAMME: M.COM

Course Code: 2MCOM3,CREDIT:-4

COURSE: -ADVANCED STATISTICAL ANALYSIS

Theo. Max. M: 70 Min. M: 25

Assig. Max.M: 30 Min. M: 11

Unit - I

Theory of Probability - Probability Distributions, Binomial, Poisson and Normal Distribution

Unit - II

Theory of Sampling and Test of Significance

Unit - III

Analysis of Variance (including one way and two way classification), Chi-square Test.

Unit - IV

Interpolation and Extrapolation. Association of Attributes.

Unit - V

Regression Analysis, Statistical Decision Theory:- Decision under Risk and Uncertainty, Decision Tree Analysis.

REFERENCE BOOK:

- उच्चतर सांख्यिकी विप्लेषण , डॉ एस.एम. शुक्ला एवं डॉ. सहाय साहित्य भवन प्रकाशन 2013 संस्करण
- Advanced Statistical Analysis, Dr.Shukla & Sahay , Sahitya Bhawan Publication 2013.



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Kargi Road, Kota, Bilaspur (C.G.)

SEMESTER- Second Semester

PROGRAMME: M.COM

Course Code: 2MCOM4,CREDIT:-4

COURSE: -CORPORATE LEGAL FRAMEWORK

Theo. Max. M: 70 Min. M: 25

Assig. Max.M: 30 Min. M: 11

Unit - I

The Companies Act, 1956 (Relevant Provisions) : Definition, types of companies, Memorandum of association, Articles of association, Prospectus, Share capital and Membership, Meetings and Resolutions, Company Management, Managerial Remuneration, Winding up and dissolution of companies.

Unit - II

The Negotiable Instruments Act, 1881: Definition, Types of Negotiable Instruments, Negotiation Holder and holder in due course, Payment in due course; Endorsement and Crossing of cheque; Presentation of negotiable instruments.

Unit - III

MRTP Act 1969 : Monopolistic trade practices; Restrictive trade practices; Unfair trade practices.

Unit - IV

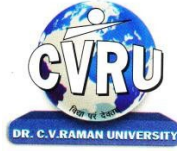
The consumer protection Act, 1986 : salient features; Definition of Consumer, Right of consumer; Grievance Redressal Machinery.

Unit - V

Regulatory Environment for International Business : FEMA, WTO: Regulatory framework of WTO, basic principles and its character, WTO provisions relating to preferential treatment to developing countries; regional groupings, technical standard, anti-dumping duties and other Non Tariff Barriers. Custom valuation and dispute settlement, TRIP and TRIMS.

REFERENCE BOOK:

- Business Regulatory Framework, Dr O P Gupta SBPD Publishing House
- Business Regulatory Framework,Dr. G K Varshney, Sahitya Bhawan Publication
- Corporate Legal Framework, Dr. G.K. Varshney, Sahatya Bhawan Publication 2013 Edition.



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SEMESTER- Second Semester

PROGRAMME: M.COM

THEO. MAX. M: 70 MIN. M: 25

COURSE CODE: 2MCOM5, CREDIT:-4

ASSIG. MAX.M: 30 MIN. M: 10 COURSE:- AUDITING

Unit-I

Introduction: Meaning and objectives of Auditing, Types of Audit, Internal Audit. Audit Process: Audit Programme, Audit and books, Working papers and evidences. Preparation before commencing of Audit,

Unit-II

Internal Check System: Routine Checking, Internal Check and Test Checking. Internal Control and Audit Procedure.

Unit-III

Vouching, Verification of Assets and Liabilities.

Unit-IV

Company Audit : Appointment of auditor, Powers, Duties and Liabilities. Divisible Profits and Dividend. Auditor's report : Cleaned and Qualified report.

Unit-V

Investigation : Objectives, Difference between audit and investigations, Process of Investigation. Special Audit of Banking Companies, Educational, Non Profit Institutions and Insurance Companies.

REFERENCE BOOK:

- अंकेक्षा, टी.आर. शर्मा, साहित्य भवन प्रकाशन 2013 संस्करण
- Auditing - Porwal&Kapoor Kitab Mahal, Patna, 2005
- Auditing Dr. B K Mehta,SBPD Publishing House
- Auditing T R Sharma,Sahitya Bhawan Bpublication 3. Practical Auditing - Dr.N.Premavathy, Sri Vishnu Publications, Chennai 2004
- Practical Of Auditing - B.N Tandon, S.Sudhuarsanam & Sundharababu S.Chand &Company, New Delhi, 2005
- Auditing - B.N.Tandon, S.Chand &Company, New Delhi, 2005

THIRD SEMESTER



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SEMESTER- Third Semester

PROGRAMME: M.COM
Course Code: 3MCOM1,CREDIT:-4
COURSE: -INTERNATIONAL BUSINESS

Theo. Max. M: 70 Min. M: 25
Assig. Max.M: 30 Min. M: 11

Unit - I

International Marketing : Meaning, Scope, Nature and Significance. International Marketing Environment - Internal and External Environment, International Market, Orientation, Identification and Selection of foreign market, Functions and qualities of an Export Manager.

Unit -II

Export Organization : Meaning, affecting factors and types, Overseas Product Development: It's concept and methods, pricing and its factors, Methods, of Pricing, Price quotation.

Unit -III

Direct Trading and Indirect Trading : Meaning and Methods, Methods of Payment in international Marketing.

Unit - IV

Export Credit : Meaning, Nature, Influencing factors and significance, Methods of Export Credit, Export Credit and Finance in India. Risk in Export Trade, Role of the Export Credit Guarantee Corporation of India Limited, The Export-Import Bank of India.

Unit -V

Export and Import Procedure : Documentation in foreign trade, Bilateral and Multilateral Trade Agreements, Its meaning, objective, types and significance, SAARC, Role of WTO in Foreign Trade.

REFERENCE BOOK:

- International Business –Ashwathapa, Tata Mcgraw Hill Publication
- Sundaram, Anant K and Steward J. Black, The International Business Environment: Text and Cases (New Delhi: Prentice Hall of India
- Daniels, J.D.and H. LEE Radesbaugh, International Business-Environment and Operations (New Delhi; Pearson Education).
- Hill, Charles W.L., International Business-competency in the Global Marketplace (New Delhi: Tata McGraw Hill).
- Sundaram, Anant K and Steward J. Black, The International Business Environment: Text and Cases (New Delhi: Prentice Hall of India).
- Sharan, V., Internationa Business: Concept, Environment and Strategy (new Delhi; Pearson Education).



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Kargi Road, Kota, Bilaspur (C.G.)

SEMESTER- Third Semester

PROGRAMME: M.COM

Course Code: 3MCOM2,CREDIT:-4

COURSE: -ACCOUNTING FOR MANAGERIAL DECISIONS

Theo. Max. M: 70 Min. M: 25

Assig. Max.M: 30 Min. M: 11

Unit-I

Management Accounting : Its meaning, nature and importance. Difference of Management accounting with Cost Accounting and Financial accounting.

Unit-II

Nature and Limitations of Financial Statements: Needs and objectives of financial Analysis.

Unit-III

Fund Flow analysis and Cash Flow analysis (Application of A.S.-3).

Unit-IV

Capital Budgeting : Nature and Characteristics of Long Terms Investment Decision, Methods of Ranking Investment Proposals.

Unit-V

Management Reporting System : Types of Reports, Responsibility Accounting.

REFERENCE BOOK:

- प्रबंधकीय निर्णयों हेतु लेखांकन, डॉ. एस.पी.गुप्ता , साहित्य भवन प्रकाशन 2013 संस्करण
- management accounting,dr s p gupta,sahitya bhawan publication
- accounting and finance for manager ,nitin balwani,excel book
- accounting for manager ,n p srinivasan & m sakthivel murugan, s chandpublication
- J.M. Gowda, Management Accounting, Himalaya Publishing House
- Anthony R. N. and Reece J.S. Accounting Principles, Homewood, Lllinois , Richard D. Irwin.
- Bhattacharya S.K. and Dearden J. Accounting for Management : Text and Cases. New Delhi, Vikas.
- Heitger, L E and Matulich, Serge. Financial Accounting . New York , McGraw Hill.
- Hingorani, N L. and Ramanathan , A.R. Management Accounting , New Delhi , Sultan Chand.
- Vij. Madhu Financial and Management Accounting . New Delhi , AnmolPublications.
- Koplán & Atkinson, Advance management Accounting, 2004, Pearson India.



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Kargi Road, Kota, Bilaspur (C.G.)

SEMESTER- Third Semester

PROGRAMME: M.COM
Course Code: 3MCOM3,CREDIT:-4
COURSE: -TAX PLANNING AND MANAGEMENT

Theo. Max. M: 70 Min. M: 25
Assig. Max.M: 30 Min. M: 11

Unit-I

Concept of Tax Planning : Meaning, Scope, Importance, Objectives of Tax Planning.

Unit-II

Areas of Tax Planning : Ownership Aspect, Activity Aspects & Locational Aspects, Nature of the Business &Tax Planning.

Unit-III

Tax Planning and Setting up New Business : Deductions Available to New Industrial Undertakings, Amalgamation, Merger and Tax Planning. Special Tax Provisions - Tax Provisions Relating to Free Trade Zones, Infrastructure Sector & Backward Areas.

Unit-IV

Tax Planning and Financial Decisions : Capital Structure Decision Dividend, Inter Corporate Dividend, Bonus Shares.

Unit-V

Tax Assessment : Introduction, Difference between Tax Planning and Tax Management, Areas of Tax Management, Return of Income and Assessment, Penalties and Prosecutions, Appeals and Revisions

REFERENCE BOOK:

- Direct Taxes Law & Practice – Dr. H.C.Mehrotara & Dr. S.P.Goyal Sahitya Bhawan Publication Agra.
- Corporate Tax Planning & Management- Dr. H.C.Mehorta And Dr. S.P. Goyal.
- Direct Taxes & Practice – Dr. V.K.Singhania Taxman’s Publications.



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Kargi Road, Kota, Bilaspur (C.G.)

SEMESTER- Third Semester

PROGRAMME: M.COM

Course Code: 3MCOM4,CREDIT:-4

COURSE: -ENTREPRENEURSHIP SKILL DEVELOPMENT

Theo. Max. M: 70 Min. M: 25

Assig. Max.M: 30 Min. M: 11

Unit-I

Entrepreneur: Definition, emergence of Entrepreneurial class; Theories of Entrepreneurship, Socio-economic Environment and Entrepreneur.

Unit-II

Promotion of a venture: Opportunity analysis, External Environmental forces, economic, Social, Technological and Competitive factors, Establishment of a new unit.

Unit-III

Entrepreneurial Behaviour: Innovation and Entrepreneurship, Entrepreneurial Behaviour, Social Responsibility.

Unit-IV

Entrepreneurial Development Programme: Entrepreneurial Development Programme relevance and achievements, role of Government in organising such programmes.

Unit-V

Entrepreneurship and Industrial Development: Planning and growth of industrial activities through industrial Policy of the Government, Role of Industrial Estates, Role of Central and State level Promotional Services.

REFERENCE BOOK:

- Fundamental of Entrepreneurship, Dr. Praveen Agrawal & Dr. Avinash Agrawal, Sahitya Bhavan Publication
- Fundamental Of Entrepreneurship, Dr. G K Varshney, Sahitya Bhawan Publication



Dr. C.V. RAMAN UNIVERSITY

Kargi Road, Kota, Bilaspur (C.G.)

SEMESTER- Third Semester

PROGRAMME: B.COM

COURSE CODE: 3BCOM5, CREDIT:-4

COURSE: - INDIAN BANKING SYSTEM

THEO. MAX. M: 70 MIN. M: 25

ASSIG. MAX.M: 30 MIN. M: 11

Unit-I

Development Banking; Financial Institutions- IDBI, NABARD, SIDBI, IFCI

Unit-II

Role of Central Bank, Policy Framework for RBI, RBI and Monetary Policy, Regulation and Supervision of Banking system, Review of the Banking system, Review of RBI balance sheet, Current Developments and Reports of RBI, Maintenance of CRR, SLR, Interest Rate Policy.

Unit-III

Commercial Banking: Banker Customer Relationship, Management of Deposit Business & Credit Business, Fee Based services, Liquidity Vs. Profitability,

Unit-IV

Credit Assessment, Principles of Bank Lending: Types & Methods of Charging, Secured & Unsecured Advances,

Unit-V

Overview and regulation of Co-Operative banking, Regional Banks, Rural Banks and Co-Operative banking societies,

REFERENCE BOOK :-

- Indian Banking System, Dr. S K Singh & Dr. J P Mishra ,Sahitya Bhawan Publication



Dr. C.V. RAMAN UNIVERSITY

Kargi Road, Kota, Bilaspur (C.G.)

SEMESTER- Fourth Semester

PROGRAMME: M.COM
Course Code: 4MCOM1,CREDIT:-4
COURSE: -RESEARCH METHODOLOGY

Theo. Max. M: 70 Min. M: 25
Assig. Max.M: 30 Min. M: 11

UNIT I

Nature of Research: Importance and uses, Difference between Pure and Applied Research, Identification of Research Problem, Research Design.

UNIT II

Hypothesis, Concepts and Variables, Typologies, Hypotheses Formulation and testing, Sampling Method.

UNIT III

Tools and Techniques of Data Collection, Observation: Characteristics of observation, Kinds of observation, merits and Demerits, Questionnaire, Scheduled and Interviews, Sampling and Survey technique.

UNIT IV

Nature of study: Case study, technique, Role and importance of case studies, Pilot studies and pannel studies.

UNIT V

Theory Formation in Social Sciences, Survey Analysis, Types, Merits, Demertis, Report writing, Purpose and contents of a Report.

REFERENCE BOOK:

- C.R.Kothari: Research Methodology, Himalaya Publications
- P K Manoharan, Research Methodology,APH Publishing
- Dr. P K Nayak & Dr. Pushkar Dubey,Research Methodology
- Cooper And Schindler: Business Research Methods, TMH
- Gupta S. P. And Gupta, M. P., Business Statistics, Sultan Chand And Sons, New Delhi, 1997.
- Sancheti S. C. And Kapoor, V. K, Statistics - Theory Methods And Applications, Sultan Chand And Sons, New Delhi.
- Zeikmukund, Business Research Methods, Drden Press.
- Rajendranargundkar : Marketing Research



Dr. C.V. RAMAN UNIVERSITY

Kargi Road, Kota, Bilaspur (C.G.)

SEMESTER- Fourth Semester

PROGRAMME: M.COM

Course Code: 4MCOM2M,CREDIT:-4

COURSE: -ADVERTISING AND SALES PROMOTION

Theo. Max. M: 70 Min. M: 25

Assig. Max.M: 30 Min. M: 11

Unit -1

Introduction : Concept, Scope, Objectives and Functions of advertising. Role of advertising in marketing mix and the advertising process. Legal, ethical and social aspect of advertising.

Unit -2

Pre-launch Advertising Decision : Determination of target audience, Advertising media and their choice. Advertising measures, Layout of advertisement and advertising appeal, Advertising copy.

Unit -3

Promotional Management : Advertising department, Role of advertising agencies and their selection, Advertising budget, Evaluation of Advertising effectiveness.

Unit -4

Personal Selling : Meaning and Importance of personal selling,-Difference between personal selling, Advertising and sales promotion. Methods and procedure of personal selling.

Unit -5

Sales Management : Concept of sales management, Objectives and Functions of sales managements. Sales organization, Management of sales force and Sales force objectives, Sales force recruitment, selection, training, compensation and evaluation.

REFERENCE BOOK:

- A K Mishra,Advertisement and Sales Promotion, Himalaya Publication
- S A Chunawala,Advertising and Sales Management
- Benlch,: advertising & sales promotion, TMH
- David Ogilvy: Ogilvy on Advertising, Pan Books.
- Manendra Mohan: Advertising Management - Concept & Cases, Tata McGraw Hill.
- S H HKazmi& S K Batra: Advertising & Sales Promotion, Excel Book.
- Oguinn, Advertising & Brand promotion, Vikas



Dr. C.V. RAMAN UNIVERSITY

Kargi Road, Kota, Bilaspur (C.G.)

SEMESTER- Fourth Semester

PROGRAMME: M.COM

Course Code: 4MCOM3M,CREDIT:-4

COURSE: -CONSUMER BEHAVIOUR

Theo. Max. M: 70 Min. M: 25

Assig. Max.M: 30 Min. M: 11

Unit -1 Introduction : Meaning and Significance of consumer behaviour, Determinants of consumer behaviour, Consumer behaviour Vs. buyers behaviour, Consumer buying process and consumer movement in India.

Unit -2 Organisational Buying Behaviour and Consumer Research : Characteristics and Process of organizational buying behaviour Determinants of organizational buying behaviour. History of consumer research and Consumer research process.

Unit -3 Consumer Needs and Motivations : Meaning of motivation, Needs and Goals, Dynamic nature of consumer motivation, Types and systems of consumer needs, measurement of motives and Development of motivational research.

Unit -4 Personality & Consumer Behaviour : Concept of personality, theories of personality, Personality and understanding, consumer diversity, Self and selfimages

Unit -5 Social Class and Consumer Behaviour : Meaning of social class, Measurement of social class, Lifestyle profiles of the social class, Social-class mobility, Affluent and Non-affluent consumer, Selected consumers behaviour, applications of social class.

REFERENCE BOOK:

- Consumer Behavior in Indian Perspective – Sujua R. Nair,Himalaya Publishing House
- M.R. Solomon, “Consumer Behavior”, Pearson Education
- Schiffman&Kanuk, “Consumer Behavior”,Pearson Education
- Laudon&Bitta: Consumer Behaviour Tata McGraw Hill



Dr. C.V. RAMAN UNIVERSITY

Kargi Road, Kota, Bilaspur (C.G.)

SEMESTER- Fourth Semester

PROGRAMME: M.COM

Course Code: 4MCOM4M,CREDIT:-4

COURSE: -RURAL & AGRICULTURAL MARKETING

Theo. Max. M: 70 Min. M: 25

Assig. Max.M: 30 Min. M: 11

Unit - 1 Rural Marketing: Position of Indian rural marketing and Approach to rural markets of India, Rural consumer and demand dimensions and Market segmentations, Channels of distribution and physical distribution Product management, Marketing communication and sales force tasks.

Unit - 2 Agricultural Marketing: Concept, Nature, Scope and Subject matter, Classification of agricultural products and their difference with manufactured goods. Agriculture market: Meaning, Components, Dimensions and classification. Market structure: Dynamics of market structure, Components of market, structure and Market forces.

Unit -3 Market Management and Channel Strategy : Modern marketing management and agricultural products, Structured organized marketscommodity exchange and produce exchange, Cash market, Forward dealing,

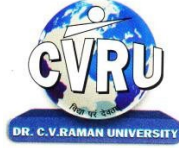
Exchange market, Speculative market, Channels of distribution for consumer goods, Agricultural consumer goods and Agricultural raw materials.

Unit -4 Rural Market in India : Regulated market, Genesis of regulated market in India, Limitations in present marketing regulation, Advantages and Limitations of regulated market, Organization of regulated market, Future of regulated and regulated markets in India.

Unit -5 Marketing of Farm Products : Packaging - Packing and Packaging, Packing material. Transportation Advantages, Means of transport and Transportation cost. Grading and Standardization - Meaning, Type, Criteria, Labeling and specification, storage, Warehousing, Processing and Selling.

REFERENCE BOOK:

- Rural marketing, OS shrivastava, quality publication



Dr. C.V. RAMAN UNIVERSITY

Kargi Road, Kota, Bilaspur (C.G.)

SEMESTER- Fourth Semester

PROGRAMME: M.COM
Course Code: 4MCOM2P,CREDIT:-4
COURSE: -ACCOUNTING THEORY

Theo. Max. M: 70 Min. M: 25
Assig. Max.M: 30 Min. M: 11

Unit -1 Principles of Accounting: as information system, as a language factors influencing accounting environment. Accounting and economic development. Concept of Accounting Theory. Role and classification of Accounting Theory. Approaches of Accounting Theory.

Unit -2 Accounting Concepts, Postulates, and Principles: G.A.A.P., Accounting Policies. Revenue Recognition, Study of AS-9, Concept of Expenses, Gain and losses.

Unit -3 Revenue Measurement and its relevance: various concept of Income: Accounting concept, Economic concept and capital maintenance concept, Operating and Non-operating activities, Concept of comprehensive Income, Prior period items and extraordinary items.

Unit -4 Conceptual study of Accounting for Changing prices, Segment Reporting, Social Accounting.

Unit -5 Interim Reporting, Conceptual Human Resource Accounting, Value Added Reporting. Environmental Accounting and reporting.

REFERENCE BOOK:

- Financial Accounting, Dr S M Shukla,Sahitya Bhawan Publication
- Essential of Financial Accounting,Asish K Bhattacharya, PHI Learning Private Limited



Dr. C.V. RAMAN UNIVERSITY

Kargi Road, Kota, Bilaspur (C.G.)

SEMESTER- Fourth Semester

PROGRAMME: M.COM

Course Code: 4MCOM3P,CREDIT:-4

COURSE: -CORPORATE ACCOUNTING

Theo. Max. M: 70 Min. M: 25

Assig. Max.M: 30 Min. M: 11

Unit -1 Issue and Forfeiture of shares. Accounting for Redemption of Preference Share and Debenture, Buy back of Equity Share, Bonus Shares.

Unit -2 Company Final Accounts AS-4, AS-5, Disposal of Profit.

Unit -3 Mergers of Companies AS-14

Unit -4 Internal Reconstruction of a Company, Liquidation of a company.

Unit -5 Valuation of Goodwill and Shares.

REFERENCE BOOK:

- fuxeh; ys[kkadu] MkW- ,l- ,e- 'kqDy ,oa MkW - ,l- ih- xqIrk] lkfgR; Hkou izdk'ku 2013 laLdj.k
- S M Shukla, Corporate Accounting, Sahitya Bhawan Publication
- Mahesh agrawal, corporate accounting, ram Prasad & sans publication
- Gupta R.L. & Radhaswamy M. ,”Corporate Accounts “, Theory Method and Application 13th Revised Edition 2006, Sultan Chand & Co., New Delhi.
- Dr. M.A. Arulanandam, Dr. K.S. Raman, “Advanced Accountancy, Part-I”, Himalaya Publications, New Delhi.2003.
- Gupta R.L. & Radhaswamy M.,”Corporate Accounts “, Theory Method and Application-13th Revised Edition 2006, Sultan Chand & Co., New Delhi.
- Shukla M.C., Grewal T.S. & Gupta S.L., “Advanced Accountancy”, S. Chand & Co., New Delhi.
- Reddy & Murthy, “Financial Accounting”, Margham Publicatuions, Chennai, 2004



Dr. C.V. RAMAN UNIVERSITY

Kargi Road, Kota, Bilaspur (C.G.)

SEMESTER- Fourth Semester

PROGRAMME: M.COM

Course Code: 4MCOM4P,CREDIT:-4

COURSE: -COMPANY LAW & SECRETARIAL PRACTICES

Theo. Max. M: 70 Min. M: 25

Assig. Max.M: 30 Min. M: 11

Unit – I - Introduction – Definition of Company – Characteristics – Advantages – Lifting of the corporate veil – kinds of Company – The Company Secretaries Act, 1980 (overview).

Unit – II - Secretary : Meaning, definitions, functions, duties, responsibilities, powers, appointment, procedure; qualifications and disqualifications; position and removal of secretary.

Unit – III - Promotion of Company and Secretary: Duties of Secretary regarding formation of M/A and A/A and their alterations. Duties of secretary regarding issue of share certificate, share warrant and share stock, calls–in-arrear, forfeiture and re-issue of shares, transfer and transmission of shares.

Unit – IV - Company Meeting & Secretary: Duties of Secretary regarding meetings, requisites of a valid meeting, secretarial duties regarding meetings of shareholders, meetings of Board of directors.

Unit – V - Company Secretary and motion and Resolution, voting and proxy.

REFERENCE BOOK:

- Company Law & Secretarial Practice - R.C.Agrawal Dr.N.Kothari (Sahitya Bhawan Publication)
- Company Law & Secretarial Practice -Shukla Sm Mahajan P(Sahitya Bhawan Publication)
- Company Secretarial Practice – N.D.Kapoor
- Text Book of Company Secretarial Practice – P.K.Ghosh
- Company Law & Secretarial Practice – Dr. M.R.Sreenivasan.
- Company Law Secretarial Practice Manual by – K.R. Chandratre.

GUIDELINE FOR PREPARATION OF PROJECT REPORT



DR. C. V. RAMAN UNIVERSITY

Kargi Road Kota, Bilaspur, Chhattisgarh
Phone : 07753-253851, **Website:** www.cvru.ac.in

PROJECT REPORT FORMAT

PROGRAMME (M.COM)

The Project Report consists of three main parts (i) The Preliminaries (ii) The Text (iii) Annexure. It is to be arranged in the following sequence.

THE PRELIMINARIES:

- ❖ Title Page (Outer Cover) as per the format given in Annexure III, (should be printed in White Colour on a Navy Blue background).
- ❖ Title Page (Inner Cover) as per the format given in Annexure IV
- ❖ Declaration by the candidate (Annexure – V)
- ❖ Certificate of Supervisor/s (Annexure – VI)
- ❖ Acknowledgements (Annexure – VII)
- ❖ Table of Contents (Annexure – VIII)
- ❖ Abstract/Preface
- ❖ List of Tables (If applicable)
- ❖ List of Figures (If applicable)
- ❖ List of abbreviations (Optional)
- ❖ Chapter –I tocontinue according to the table of contents.

THE TEXT OF THE PROJECT REPORT:

The text the Project Report is usually divided in to chapter's with subheadings, within the chapters to indicate the orderly progression of topics and their relation to each other

Chapter-I Introduction: - The Project Report should normally begin with a general introduction presenting an overview of the purpose and significance of the study. The introduction should show why the topic selected is worth investigating. This will normally be done with reference to existing research, identifying areas that have not been explored, need to be explored. The final section of the introduction should provide a brief overview of each of the main chapters that the reader will encounter.

Chapter-II Review of Related Literature: - The purpose of the literature review is to summarize, evaluate and compare the main developments and current database in the field which are specifically relevant to the subject of research embodied in the Project Report.

Chapter-III Research Methology: - The supervisor and the student may decide how this part of the Project Report should be structured. Although this section varies depending up on method and analysis technique chosen, the chapter describes and justifies the methods chosen for the study and why this method was the most appropriate.

Chapter-IV Observations & Analysis:- Observations, Analysis and Interpretation should be done as per data collected from sample.

Chapter-V Results Conclusions and Suggestions: The results are actual statement of observations, including statistics, tables and graphs. Do not present the same data as graph as well as table. Use one of the appropriate style of presentation. The purpose of this

chapter is not just to reiterate the findings but discuss the observation in relation to the theoretical body of knowledge on the topic.

Bibliography Citation in Text: Citation in the text usually consists of the name of the author(s) and the year of the publication. The page no is added when utilizing a direct quotation. It should be arranged Alphabetically .

Example (i):Thomas.V (2007) identified....

Example (ii): Gould and Brown (1991, p. 14) used the Example (iii) : Rhoades et. al (2008) define the

References: All publications listed in the Project Report should be presented in a list of references, following the sample.

Citation from Project Report :

- Kundur., D. (1999),Multiresolution Digital Watermarking: Algorithms and Implications for Multimedia Signals. Ph.D Project Report , University of Toronto.

Citation from Journal:

- Clifford, G. D. and Tarassenko.,s L. (2001),One-pass Training of Optimal Architecture Auto-associativeNeural Network for Detecting Ectopic Beats. Electron Letters. 37(18): 1126–1127.
- Rhoades, B.E. (1997), A Comparison of various definitions of Contractive mappings, Trans.Amer.Math.Soc.,Vol. 5, no.3, 257-290.

Citation from BOOK:

- Thompson, D. ed., (1995),The Concise Oxford Dictionary of Current English. Oxford, UK: Oxford University Press, 9th ed. ISBN No.: 0987654.
- Lindsay, D. (1999),A Guide to Scientific Writing, Melbourne, Chapter 2, Australia: Addison Wesley Longman Australia, 2nd ed. ISBN No.: 12345678.

Citation from Website:

Anonymous, unZign, “Tool for Evaluating a Variety of Watermarks”, <http://altern.org/watermark/>, (Browsing date: 23rd September 1997)

Publication of the University of Geneva (on digital watermarking): <http://cuiwww.unige.ch/~vision/Publications/watermarking_publications.html>(Browsing Date: 4thJanuary 2006)

Citation from patent:

Gustafsson J. K. (1976), “Analog-digital converter for a resistance bridge”, Patent U. S. 3960010, June 1,.

References must be given alphabetically in References section and in text as

Clifford. G. D. and Tarassenko. L. (2001) suggested that.....

Appendices:

- Questionnaire /Formula /Diagnosis/Any other Supporting Documents

GUIDELINES FOR WRITING :-

1. Font size For English

Title Page 18-24
Headings / subheadings 12-16

Text 12 14

Footnotes 8-10

Footnotes be given on the same page where reference is quoted

Font size For Hindi

18-24

16-20

10-12

2. Type style

Times New Roman for English Kruti dev 10 for Hindi

3. Margins.

At least 1¼ -1½ inches (3.17-3.81cm) on the left-hand side, ¾ - 1 inch (2 - 2.54cm) at the top and bottom of the page, and about ½ - 0.75 inches (1.27 - 1.90cm) at the outer edge. The best position for the page number is at top-center or top right ½ inch (1.27 cm) below the edge. Pages containing figures and illustration should be suitable paginated.

4. The *Project Report* shall be computer typed (**English-** British, Font Style - Times Roman, Size-12 point, **Hindi-** Font Style -Krutidev-10,Size-14) and printed on A4 size paper.

5. The *Project Report* shall be typed on one side only with double space with appropriate margin.

6. Use only standard abbreviations. Avoid abbreviations in the title. The full term for which an abbreviation stands should precede its first use in the text except in case of measurement units. The measurement units if any shall be followed consistently.

7. Maintain uniformity in writing the *Project Report* .

8. All copies of the *Project Report* are to be bound in colored hard cover (according to color code) of the *Project Report* .

9. The final submission of the *Project Report* shall be in 03 hard bound copies and 01 soft copy (MS Word) in a CD along with all the corrections and suggestions as recommended before.

**THE TITLE OF THE PROJECT REPORT IN THE OUTER
COVER
SHALL LOOK EXACTLY LIKE THIS TITLE**

(Font: Times New Roman, Size: 16, Bold, Line Spacing: 1 ½, Centered)

{Here put a gap of 4 lines}

Project Report submitted to

(Font: Times New Roman, Size: 12, Bold, centered)

{Here put a gap of one line}



<University's logo>

**Dr. C.V. Raman University
Kota, Bilaspur (C.G.)**

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For the award of the degree of

(Font: Times New Roman, Size: 12, Bold, centered)

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PROGRAMME NAME

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by

(Font: Times New Roman, Size: 12, Bold, centered)

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<NAME OF THE STUDENT>

(Font: Times New Roman, Size: 14, Bold, centered)

Registration No.: <

(Font: Times New Roman, Size: 12, Bold, centered)

>Year>

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Project Report submitted to

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{Here put a gap of one line}

Dr. C.V. Raman University

Kota, Bilaspur (C.G.)

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For the award of the degree

of

(Font: Times New Roman, Size: 12, Bold, centered)

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PROGRAMME NAME

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by

(Font: Times New Roman, Size: 12, Bold, centered)

{Here put a gap of two lines}

<NAME OF THE STUDENT>

(Font: Times New Roman, Size: 14, Bold, centered)

Under the Guidance of

(Font: Times New Roman, Size: 12, Bold, centered)

<NAME OF THE SUPERVISOR/S>

(Font: Times New Roman, Size: 14, Bold, centered)

<Year>

(Font: Times New Roman, Size: 12, Bold, centered)

©<Year><Name of the student>.All rights reserved.

(Font: Times New Roman, Size: 10, Bold, Centered)

DECLARATION

I the undersigned solemnly declare that the Project Report entitled “**title of the work**” is based on my own work carried out during the course of my study under the supervision of < name of supervisor >.

I assert that the statements made and conclusions drawn are an outcome of my research work.

I further certify that

- i. The work contained in the Project Report is original and has been done by me under the general supervision of my supervisor (s).
- ii. The work has not been submitted to any other Institute for any other Degree/Diploma/Certificate in this University or any other University of India or abroad.
- iii. I have followed the guideline provided by the University in writing the Project Report.
- iv. I have conformed to the norms and guidelines given in the concerned Ordinance of the University.
- v. Whenever I have used materials (data, theoretical analysis, and text) from other sources, I have given due credit to them by citing them in the text of the Project Report and giving their details in the references.
- vi. Whenever I have quoted written materials from other sources, I have put them under quotation marks and given due credit to the sources by citing them and giving required details in the references.

(Name & Signature of the Student)

Registration No.

CERTIFICATE

This is to certify that the work incorporated in the Project Report entitled “ title of the Project Report ” is a record of own work carried out by <Name of Student > under my supervision for the award of degree of **Programme Name** of Institute of Open and Distance Education Dr. C.V. Raman University, Bilaspur (C.G.)-India.

To the best of my knowledge and belief the Project Report :

- i. Embodies the work of the candidate himself/herself,
- ii. Has duly been completed.
- iii. Is up to the desired standard both in respect of contents and language for being referred to the examiners.

Supervisor-

(Name and signature of the Supervisor
With designation and Name of Organization)

ACKNOWLEDGEMENT

Acknowledgements should be brief and should not exceed one page. Acknowledgements should be duly signed by the candidate. Gratitude may be expressed to only those who really contributed to the work directly or indirectly. Name of student should appear at the bottom of the page.

SAMPLE ACKNOWLEDGEMENT

It is a matter of immense pleasure to express the overwhelming sense of gratitude, devotion, incontestable regards to my esteemed & learned guides <.....> who have striven to perfect my project report.

.....
.....
.....

Finally, I express my indebtedness to all who have directly or indirectly contributed to the successful completion of my project work.

< Name of Student >

TABLE OF CONTENTS

Abstract /Preface	I	
List of Tables: <i>(If applicable)</i>	II	
List of Figures : <i>(If applicable)</i>	III	
List of Abbreviations/Symbols <i>(If applicable)</i>	IV	
Chapter-I	Introduction	1.....
Chapter-II	Review of Related Literature
Chapter-III	Research Methodology
Chapter-IV	Observation And Analysis
Chapter-V	Result, Conclusions and Suggestions
	
Bibliography	As per style given in reference section of text of the project report.
Appendixes	Questionnaire/Formula/Diagnosis/Any Supporting Documents	other