<u>Notice for submission of</u> Project Report of B. Com (Honours and General) Part II (under 1+1+1 System, C2.1Cgp) and Semester-III (under CBSC, SEC 3.1 Chg- M2) Practical Examination, 2021 <u>under University of Calcutta</u>

Date: 05.01.2022

Subject: CU Examination of Information Technology and Its Application in Business (Practical part) - 2021 through College Portal tentatively from 15/01/2022 to 31/01/2022.

The students who are appearing for their **B.Com. (Hons. and Gen.) Part II (1+1+1 System, C 2.1Cgp) and Semester III (under CBCS System, SEC 3.1 Chg- M2) Examination, 2021** are hereby informed to submit their "CU Examinations of Information Technology and Its Application in Business (Practical part) - 2021" Project Report in digital format (soft copy only) in the prescribed format as per the guidelines of the University of Calcutta.

The students are hereby instructed to submit the whole project on "**Information Technology and Its Application in Business**" (of 40 marks) in a single pdf file not exceeding 20MB on the following topics:

1. Professional Curriculum Vitae (CV) using MS-Word (in standard format)

2. Employee salary sheet using MS-Excel

3. Student result sheet using MS-Excel

4. Power point presentation on "IT in human life" (in 10 slides)

<u>Other Important Information</u>

A. Students must write their **Name of the subject**, **Subject code**, **Calcutta University Registration Number & Calcutta University Roll Number** on the front page of the Project Report before uploading them in the College portal.
B. The exact Date of Submission and the submission guidelines shall be uploaded in the College website soon.
C. Students must submit the soft copies of Project Report in PDF format only.
D. **The size of the pdf files should not exceed 20 MB**.
E. The Project submission link shall be provided in the College website soon.
F. Students must submit their project reports through that link only. Submission of project through any other mode shall not be accepted.
G. All the students must submit their project reports in digital format only. There is no requirement to submit any hard copy of the project reports.
H. Students must duly sign digitally in the Students' Declaration page of their respective project report before submission of the Project Work in the College portal.
I. Students are asked to check the college website from time to time for any further information.