

Notice for submission of Project Report on Practical of “Information Technology and its Application in Business” of 4year/3year B. Com. Semester II, (under CCF, 2022) Examination, 2025

Date: 05.11.2025

The students, who are appearing for their 4year/3year B. Com. Semester II, (under CCF, 2022) Examination, 2025 are hereby informed to make “**Information Technology and Its Application in Business**” Project Report in the prescribed format as per the guidelines of the University of Calcutta.

The students are hereby instructed to submit the whole (hard copy) project on **Information Technology and Its Application on Business** in the time frame of **22/11/2025 to 03/12/2025) where detail schedule with CU Roll No. and exam date will be published in due time.**

To make the project report, students must follow the given topics:

1. Assignment 1: Making a “Professional CV” using MS-Word (minimum 2 pages, 12 points scale, times new roman font)
2. Assignment 2: Making a power point presentation on “Impact of Information Technology on human beings” (minimum 15-20 slides where 2-4 slides may be put in a page for print)
3. Assignment 3: Employee salary sheet using MS-Excel and draw line and pie chart on net salary.
4. Assignment 4: Student’s result sheet using MS-Excel and draw line and pie chart on average marks obtained by each student.
5. Assignment 5: Making a poster presentation on “Blood Donation Camp” using MS-Word (minimum 2 pages, 12 points scale, times new roman font).
6. Assignment 6: Making a letter with sender’s and (multiple) receiver’s name and address, using mail-merge with the application of header and footer using MS-Word.

Other Important Information:

- A. Students must write their Name of the subject, Subject code, Year and Semester, Calcutta University Registration Number & Calcutta University Roll Number on the *front page* of the Project Report.
- B. The *second page* named as **contents** page associated with question numbers and page number numbers should also be attached.
- C. Students must duly sign in Students’ **Declaration page (as third page)** of their respective project report before submission.
- D. Students are asked to check the college website from time to time for any further information.
- E. **Students must carry the (hard copy of) Project Report (in a channel file), (hard copy of) Admit Card and Black Ball Pen while appearing in the practical examination.**
- F. **Without project report students will never be entertained in the CU-examination.**
- G. **The above examination will tentatively be scheduled in between 22/11/2025 to 03/12/2025 where detail schedule with CU Roll No. and exam date will be published in due time.**
- H. Format of first *three pages* of your project report are attached below.

Principal,
Prafulla Chandra College
23/49, Gariahat Road, Kolkata- 700029

Project Report on

Information Technology and Its Application in Business

Subject Name :

Subject Code :

Year :

Semester :

Present Class :

CU registration number :

CU roll number :

Table of contents:

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(Signature of Internal Examiner)

(Signature of External Examiner)

Declaration page

I hereby declare that this project work on “**Information Technology and Its Application in Business**” of 4year/3year B.Com, Semester III (under CCF, 2022), contains my own efforts under the guidance of

I have answered all the questions given in the notice or discussed in the class room. All information in this document has been obtained and presented by me only.

Name :

CU reg. number :

CU roll number :

Signature :

Date :