

**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, 2026**

Date: 21.08.2026

The students, who are appearing for their 4year/3year B. Com. Semester II, (under CCF, 2022) Examination, 2026 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 examination will tentatively be scheduled in between 08/09/2026 to 16/09/2026).**

The students are hereby instructed to submit the whole (hard copy) project on **Information Technology and Its Application on Business** at the time of examination which 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 poster presentation on “Blood Donation Camp” using MS-Word (minimum 2 pages, 12 points scale, times new roman font)
3. Assignment 3: Making a brochure for admission in “Hospital Management System” using MS-Word (minimum 2 pages, 12 points scale, times new roman font)
4. Assignment 4: 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.
5. Assignment 5: 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).
6. Assignment 6: Employee salary sheet using MS-Excel and draw line and pie chart on net salary.
7. Assignment 7: Student’s result sheet using MS-Excel and draw line and pie chart on average marks obtained by each student.

**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 08/09/2029 to 16/09/2026, 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.**

## **Project Report on**

# **Module II: Information Technology and Its Application in Business (Practical)**

**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 II (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** :