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, 2024

Date: 24.08.2024

The students, who are appearing for their 4year/3year B. Com. Semester II, (under CCF, 2022) Examination, 2024 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 18/09/2024 to 05/10/2024).**

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 letter with sender's and (multiple) receiver's name and address, using mail-merge with the application of header and footer using MS-Word.**

4. **Assignment 4: 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)**

5. **Assignment 5: Employee salary sheet using MS-Excel and draw line and pie chart on net salary.**

6. **Assignment 6: 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 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 must carry the hard copy of Project Report (probably in a channel file) Admit Card and Black Ball Pen while appearing in the practical examination.**

E. Students are asked to check the college website from time to time for any further information.

F. **Without project report students will never be entertained in the CU-examination.**

G. **On the day of the practical examination, student must bring the project report.**

H. **The above examination will tentatively be scheduled in between 18/09/2024 to 05/10/2024, where detail schedule with CU Roll No. and exam date will be published in due time.**

I. **Format of first three pages of your project report are attached below.**

Princpal,
Prafulla Chandra College

Project Report on

Information Technology and Its Application in Business

Subject Name :

Subject Code :

Year :

Semester :

Present Class :

CU registration number :

CU roll number :

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Question Number	Page Number	Content

Table of contents:

(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   :