

Bharathiar University, Coimbatore- 641 046

GUIDELINES FOR INDUSTRIAL VISIT REPORT

M.COM / M.COM (CA) / M.COM F & CA/ M.I.B / M.COM (IT)/M.COM F & C DEGREE COURSES

(with effect from the academic year 2012-2013)

I.CONTENTS OF THE REPORT:

1. Front Page - Title, Name of the Student, Class,
Registration No., Roll No., November ----- (Respective
Year)
2. Declaration - With Candidate's Signature
3. a. Certificate - With Guide's signature (1/2 page Top)

b. Official use (1/2 Page-Bottom)
H.O.D's Signature: **V iva-Voce-Examination:**
Principal's Signature: Date:
Guide:
H.O.D:
4. Attendance Certificate - 21 days - from the organization
i) Xerox copy (enclosed with report)
ii) Original (Guide)
5. Work-done-diary - 21 days (Observation and Work done – about
2 to 3 pages)
6. Report - (i) Organization Visited – Type (Sole trader, Partnership,
Joint-Stock Company, etc.,)
Trade, Manufacturing, Service Sector -
Organization Structure- 2 to 3 pages.
(ii) Process of work (Activities) - 10 to 12 pages.
(iii) Findings and Suggestions of the Student- 4 to 5 pages

II. INSTRUCTIONS TO CANDIDATES:

- a) No theory contents from text books
- b) Only observations and work done during the period (21 days)
- c) Soft-binding with wrapper
- d) No. of pages- given in item No.6 (Minimum pages given)