FAIRFIELD Institute of Management & Technology
(Affiliated to GGSIP University, New Delhi)
'A' Grade Institute by DHE, Govt. of NCT Delhi, Affiliated to GGSIP University Delhi
and Approved by Bar Council of India & NCTE

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B.COM(H) GUIDELINES FOR INTERNAL PRACTICAL EXAMINATION

This is to inform the students of Bachelor of Commerce that due to COVID- 19 Pandemic **Internal Practical** will be conducted online for which a structured guideline is presented herewith which will guide you to prepare your **Project/Lab File**. Students must also note that submission of Project/Lab File is facilitated by the Institution through **FIMT Student Portal** from **05th May 2020 (Tuesday)** and will end on **09th May 2020 (Saturday)**.

Students should note that in order to appear in the viva of the subject they must have submitted all the Project/Lab File before the Last date failing which they will not be allowed to appear in viva, they will be marked **Absent** and **No Marks** will be awarded for the same.

Students are Suggested/Advise to Visit the Website of the Institution **www.fimt-ggsipu.org** and **Student Portal** for updates on regular basis.

The following points need to keep in mind while preparing the soft copy of file as per syllabus.

1. All the students have to make lab file in MS WORD only then file will be converted into PDF.

2. Files should be submitted in PDF form only. No other format i.e. JPEG, jpg, docx etc. will be accepted.

3. The files should be made as per the syllabus and guidelines provided by respective faculties in the class.

4. The file should be presentable and no topic should be skipped. Make sure the content is justified and should be in proper format.

5. The Practical files work must demonstrate proficiency of skills acquired in the subject according to the syllabus.

6. Once the Practical File has been uploaded no correction or alteration can be made thereafter. So, kindly be careful while uploading the Practical Files.

7. If the students fail to follow the guidelines strictly then their file will be rejected.

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FINANCIAL MODELLING LAB (212)

Here are some **mandatory topics** to be covered in Lab file:

1.Create Salary Statement in MS Excel:
  1.1To calculate HRA
  1.2 To Calculate DA
  1.3 To Calculate TA
  1.4 To Calculate Gross Salary

2.Implement 5 Math Functions in MS Excel:
  2.1SUM PRODUCT FORMULA
  2.2TO CALCULATE POWER OF A GIVEN NUMBER
  2.3TO CALCULATE SQUARE ROOT OF GIVEN NUMBERS
  2.4TO CALCULATE LEAST COMMON MULTIPLE OF GIVEN NUMBERS
  2.5TO FIND THE SUM SQUARE OF GIVEN NUMBERS.

3. Perform LOGICAL FUNCTIONS ON GIVEN NUMBERS in MS EXCEL
  3.1AND FUNCTION
  3.2OR FUCNTION
  3.3NOT FUNCTION
  3.4IF FUNCTIO
  3.5TO CREATE TRUE FUNCTION
  3.6FALSE FUNCTION

4. Perform 5 Lookup functions in MS EXCEL
  4.1HLOOKUP Function
  4.2LOOKUP FUNCTION
  4.3INDEX FUCNTION
  4.4MATCH FUNCTION
  4.5CHOOSE FUNCTION

5. Perform FINANCIAL FUNCTIONS
  5.1NET PRESENT VALUE
  5.2DISCOUNT FUNCTION
  5.3SLN FUNCTION
  5.4I.R.R. (INTERNAL RATE OF RETURN FUNCTION
  5.5FUTURE VALUE

6. Implement CHART FUNCTION IN MS EXCEL
  6.1 IN COLUMN TYPE
  6.2 IN LINE FORMAT
  6.3 IN PIE CHART FORMAT
  6.4 IN AREA FORRMAT

7.Implement PIVOT DATA ANALYSIS IN MS EXCEL
  7.1 To create Pivot Tables
  7.2 To create Pivot Chart

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8.Apply FILTER Function IN MS EXCEL

      8.1 Turn on the Filter function for the selected cells.

9.Implement SORT Function IN MS EXCEL

      9.1 Select SORT function

10.Implement ADVANCED FILTER IN MS EXCEL

      10.1 Select the Advanced filter option

11.Implement MACRO Function

      11.1 Click on View, Select MACRO Function. (Alt+F8)

12. Use Goal Seek IN MS EXCEL

Click on Data analysis and choose Goal Seek.

13. USE SCENARIO FUNCTION IN MS EXCEL

14. Perform conditional formatting by using Logical formulas IN MS EXCEL

      14.1 IF

      14. 2 AND

      14. 3 OR

15.CREATE AN INCOME STATEMENT IN MS EXCEL

16. Create a Balance sheet IN MS EXCEL

17. CREATE FINANCIAL STATEMENTS IN MS EXCEL

      17.1 TRIAL BALANCE

      17.2BALANCE DAY ADJUSTMENT

      17.3 INCOME STATEMENT

      17.4. BALANCE SHEET

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RESEARCH METHDOLOGY LAB(216)

Here are some **mandatory topics** to be covered in Lab file:

1. Introduction to Data Analysis **(compulsory for all)**
2. Creating Charts in MS Excel, Bar Chart, Pie Chart

   (Choose only one between Lab Exercise 2 &3)

3. Making a Histogram on Excel.
4. Assignments Focusing on Correlation
5. T-test- Introduction &T-test on excel

(Choose only one between Lab exercise 5 &6)

6. Z-test on excel
7. ANOVA- Introduction and Test
8. Performing a Chi-Square Test

Any Four Assignment should be submitted by the students in the Lab file for end semester evaluation and assessment purpose. Its mandatory for the students to choose only one exercises each from section of Chart exercise & Hypothesis testing.

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E-COMMERCE(308)

Here are some **mandatory topics** to be covered in Lab file:

-Apply knowledge gained of designing software for design and layout

-Demonstrate proficiency of skills in designing and creating layouts using page layout software

Exercises/Assignments

1	**To Create a Simple Webpage using HTML coding**
2	**HTML headings**
3	**HTML paragraphs**
4	**HTML links**
5	**HTML images**
6	**The HTML title attribute**
7	**HTML href attribute**
8	**The width and height attributes**
9	**HTML Headings**
10	**HTML Horizontal rules**
11	**HTML head**
12	**HTML paragraphs 1**
13	**HTML Paragraphs 2**
14	**Line Breaks in HTML**
15	**Pre Tag in HTML**
16	**HTML Styles**
17	**HTML Background Color**
18	**HTML text color**
19	**HTML Text Font**
20	**HTML Text Size**
21	**HTML text alignment**

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22	**Bold formatting using the <b> element**
23	**Italic formatting using the <i> element**
24	**Linking, using an absolute URL**
25	**HTML Tables**
26	**HTML Table with borders**
27	**HTML Table with Cell Padding**
28	**HTML Table with Headings**
29	**HTML Table with Caption**
30	**HTML Table with Cell spacing**
31	**HTML Table with Horizontal and Vertical Headings**
32	**Unordered HTML List**
33	**Ordered HTML List**
34	**Ordered List with Letters**
35	**Nested List**
36	**HTML Form with Text Input**
37	**HTML form with Radio Button**
38	**HTML Form with Text field and submit Button**
39	**A simple Drop down list**
40	**TEXT Area in an HTML form.**
41	**User Name and Password Option in an HTML form**

The student should maintain a file and soft copy of her/his assignments/jobs duly checked and signed by the concerned faculty.

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MINOR/MAJOR PROJECT REPORT INTERNAL VIVA

Here are some **instructions for internal viva**:

1. Present your Final Project along with the multimedia presentation.

2. Prepare for the comprehensive viva based on the course of the entire project .

3. You will be questioned on the basis of final project file that you have mailed.

4. Softcopy of practical files should be submitted on mail till **5th may 2020**,if the files has not been submitted yet.

5. It is directed to all the students should have opened their practical files in their system at the time of VIVA.

6. Students should be in formal attire and must carry their college ID Cards during the viva session.

7. Student should follow all the code of conducts and make decorum during viva session .If anyone found violating the rules and regulations ,thedisplinary actions will be taken against him/her.

8. Attendance is mandatory for all the students.

9. There will be no provision of Re-Internals.

10. For conducting this viva process, we are framing a group of 10 students and each group will get their link of Google Meet from your **student portal**, for attending the viva session.

11. Schedule of internal viva :

    DATE:08 MAY 2020
    TIME: 10:00AM-2:00PM
    SOURCE: GOOGLE MEET.