ANNAMALAI UNIVERSITY

CENTRE FOR DISTANCE AND ONLINE EDUCATION

M.Com., CO-OPERATIVE MANAGEMENT

FOURTH SEMESTER

This is to certify the Thiru./Selvi. . . . . with Enrolment Number . . . . . is a bonafide Student studying Second Year, M.Com., Co-Operative Management. As part of the curriculum he/she has to visit Co-operative Societies for the preparation of Project Report on Institutional Training.

He/She is approaching your esteemed institution for this purpose. I shall be thankful to you if you could kindly offer the necessary particulars and information for the study. You may also issue a certificate to the candidate for having visited your Society/Institution.

As the course is for training and propagation of Co-operation, your support is solicited.

The candidate carries an identity card from us.

DIRECTOR

ANNAMALAI UNIVERSITY

CENTRE FOR DISTANCE AND ONLINE EDUCATION

GUIDELINES FOR PREPARATION AND SUBMISSION OF
"PROJECT REPORT ON INSTITUTIIONAL TRAINING"

FOURTH SEMESTER

M.Com., CO-OPERATIVE MANAGEMENT

Students undergoing the M.Com. (Co-Operative Management) shall be submitting a Project Report. This is Compulsory and is part of the curriculum carrying 100 marks.

The Project Report Complete in every respect should be submitted on or before 30th April, or before taking up the Second year University Examinations. It should be sent by Registered Parcel to the Director, D.D.E., Annamalai University, Annamalainagar – 608 002, (Tamil Nadu).

The following should be written on the left top corner of the Registered Parcel Cover "M.Com., (Co-operative Management) – Project".

SOCIETIES TO BE VISITED

The Candidate has to visit any five Co-operative societies and submit Project Report. The Project Report should have TWO parts. Part-I is OBSERVATION and STUDY REPORT relating to the FIVE Co-Operative Societies visited. Part-II is PLACEMENT PROJECT REPORT. For this the students have to select TWO out of the five Societies/Institutions visited and submit an intensive study report of the same. Part-I and Part-II of the Project Report should be submitted in one bound form with the title of the Project clearly indicated. It shall contain the Name of the Student, Enrolment Number and Examination Register Number.

A certificate from the Secretary/Special Officer or Responsible Official of the Societies should be enclosed with reference to each society for having visited.

The Candidate should visit any 5 of the following societies:

1) District Central Co-operative Bank	2) Primary Agricultural Co-operative Bank
3) Primary Co-operative Land Development Bank	4) Urban Co-operative Bank
5) Primary Co-operative Marketing Society	6) State Weavers' Co-operative Society
7) Primary Weavers' Co-operative Society	8) Consumer Co-operative Store
9) Co-operative Wholesale Society	10) Dairy Co-operative Society
11) Co-operative House Building Society.	12) Primary Land Development Bank
13) Industrial Co-operative Society.	14) Fisheries' Co-operative Society
15) Employees' Co-operative Society.	16) Co-operative printing society
17) Special type of Co-operative Societies such as large sized Agricultural Multi Purpose Societies, Tribal Co-operative Societies etc.	

Subject Matter to be Learnt and Reported in:

PART – I : OBSERVATION AND STUDY REPORT

The following heads have to be covered in Part - I of all the five societies visited.

1) Genesis and Origin of the society (in brief).
2) Objects of the society.
3) Structure of the Society.
4) Resources / Funds.
5) Functions and
6) Special features.

PART – II : PLACEMENT PROJECT REPORT

The students have to take two of the five already selected societies for intensive study and reporting. The report may consist of the following analysis.

1) Performance Evaluation
2) Prospects
3) Problems, and
4) Suggestions.

The report shall be in TYPED form on thesis paper and TYPED on one side only with double line spacing.

The following shall be printed on the outer wrapper:

ANNAMALAI UNIVERSITY

CENTRE FOR DISTANCE AND ONLINE EDUCATION

PROJECT REPORT ON INSTITUTIONAL TRAINING

(As a part of fulfillment for the M.Com., Co-operative Management Degree)

Name:

En. No. Examination No.

Year:

Inside Arrangement of the Record:

1) Copy of the outer wrapper

2) A certificate from the candidate

(This is to certify that I have undergone training in these societies of which I have made a report and they have been prepared by me independently)

(Sd.).

3) Contents Page:

PART – I

i)

ii)

iii)

iv)

v)

(Name of each society on which report is made)

PART – II

i)

ii)

(Name of each society on which report is made)

4) Certificate from each of the societies visited by the candidate signed by the Secretary / Special Officer/ Responsible Officer stating that the candidate has visited the society for learning and should indicate the dates on which the candidate visited the society.

5) Reports on the societies in the order stated in the contents page and with running number.

The candidate should submit only ONE COPY of the Project Report to the DDE for valuation. Second copy may be prepared and retained for candidate's reference.

A self addressed post card shall be kept with the report for acknowledging receipt of the report.

In case the examination Registration Number is not known the column may be kept blank but Enrolment Number should be stated correctly.

If the candidate desires to deliver the practical record in person he/she may do so himself/herself or through an authorized person during office hours (excluding Saturdays, Sundays and Public Holidays). The Director, CDOE, Annamalai University, Annamalainagar – 608 002, (Tamil Nadu).

The last date to submit the Project Report is 15.11.2026

Late submission of Project Report will be accepted with late fee of Rs.500/- till 15.12.2026.

DIRECTOR

Know Safety – No Loss