



Delhi Metropolitan Education

Affiliated to GGSIPU, New Delhi & Approved by Bar Council of India

— MANAGEMENT ■ LAW ■ JOURNALISM —



DME/MGT./NOTICE/2024-25/100

27 February 2025

NOTICE

Minor Project-I (BBA, Batch 2024-28, Semester 2)

The students of Batch BBA 2024-28, Semester 2 are hereby informed that the Minor Project, BBA 116, for 40 marks will be conducted in two Phases as per the following schedule:

Schedule (Phase-1)

- **Date:** 4th April, 2025
- **Marks-**20

Schedule (Phase-2)

- **Date:** 24th April, 2025
- **Marks-**20

Evaluation Scheme

- **Internal Marks-** 40 (Phase-1 & 2)
- **External Marks-** 60

Guidelines (Phase-1)

1. Marking Criteria

- Review your project thoroughly and be ready with the following on the day of Viva-

1. Introduction of the title (5 marks)
2. Objectives of the study (5 marks)
3. Research Methodology (5 marks)
4. Professional dressing (5 marks)

- Prepare a concise report in the PDF format till Research Methodology duly uploaded on DigiCampus before 2nd April 2025.

2. Documentation:

- Bring a copy of your project report till Research Methodology properly maintained in the file with approval by your respective mentor.

3. Professionalism:

- Dress appropriately in DME formals and maintain a respectful demeanor during the viva.

4. Punctuality:

- Arrive at least 15 minutes early to allow time for setup and any unforeseen delays.

Important Notes

- This Viva will be constituted as Minor Project-1 for 20 Marks.
- Final spiral bound will be submitted in the final External Viva.
- There will be no re-viva.

Final Project Submission Requirements:

✓ 01 Spiral Bound Copy

✓ 01 Hard Bound Copy (Black binding, gold cover printing)

✓ 01 Online Submission on **Digiicampus** (to the respective guide)

Important Dates:

✦ **Final Project Submission:** 30th April 2025

The complete **guidelines, sample format, and List of Topics & specific mentors** are available on **Digiicampus**. Please coordinate with your assigned faculty guide for further guidance.



[Prof. (Dr.) Poorva Ranjan]

Head, DME Management School