



Delhi Metropolitan Education

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

— MANAGEMENT ■ LAW ■ JOURNALISM —



DME/MGT./NOTICE/2024-25/120

7 April 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: 16th April, 2025
- Marks-20

Schedule (Phase-2)

- Date: 28th 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-
 - i. Introduction of the title (5 marks)
 - ii. Objectives of the study (5 marks)
 - iii. Research Methodology (5 marks)
 - iv. Professional dressing (5 marks)

- Prepare a concise report in the PDF format till Research Methodology.

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.

Guidelines (Phase-2)

1. Marking Criteria

- Review your project thoroughly and be ready with the following on the day of Viva-
- v. Data Analysis & Findings (5 marks)
- vi. Conclusion & Recommendations (5 marks)
- vii. Limitations of the study (5 marks)
- viii. Professional dressing (5 marks)

2. Documentation:

- Bring a copy of your project report duly completed and 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

- It is mandatory to attend the Project Development Workshop to be eligible to appear for the Viva.
- The Project Report needs to be duly signed by the Project mentor to be eligible to appear for Viva.
- 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

Important Dates:

Final Project Submission on DigiCampus: 27th 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