

CONDUCT OF MINOR PROJECT - I WORK: BBA SEMSTER II

Objectives

1. Students of BBA Semester II are to write a dissertation on a topic of assigned to him/her by his/her guide during the summer vacation. The academic objectives of writing the dissertation are:

- (a) Inculcate the habit of self study.
- (b) Enhance analytical ability by comprehending management concepts through self study.
- (c) Develop research ability by extracting the material from the different sources, compilation and collating with references.
- (d) Write comprehensive and exhaustive dissertation specific to a topic.

University Scheme

2. As per the syllabi of BBA (code BBA-----), are to write a dissertation on a topic assigned to him/her. It is termed as “Minor Project Report” and comprises of 3 credits. The report is to be submitted with in **Two Weeks** of the commencement of II nd Semester. The report evaluation has two components, viz.

- (a) External: **Viva** (50 Marks) by an external examiner.
- (b) Internal: **Conduct & Submission** (50 Marks); it involves conduct of study & submission of report, presentations & viva by the internal committee.

Scope of Minor Project Report

3. Each student shall be assigned a topic in writing by the respective guide along with aspects to be covered under it. He/she is to collect study material related to the topic and the aspects that are to be covered in the dissertation from various sources such as books, journals, magazines, Internet etc. One copy comprising of 40 typed pages (inclusive of diagrams etc) is to be submitted to the respective guide as per the schedule given in the following paragraph. **Each student is required to carry out the work independently and submit the report individually.**

ANY PREVIOUS WORK OR BORROWED REPORT WILL BE SUMMARILY REJECTED AND IN ALL CASES OF REJECTION THE WORK IS TO BE REPEATED AFRESH.

Final Report

4. The report is to be compiled and submitted as per the format attached as **Appendix-A**.
All students are to adhere to the format.

Schedule of Submission

5. Students are required to strictly follow the schedule given below:

To be Completed by Date	Activity	Marks Allotted	Remarks
	Briefing and allocation of Topics of study.	-	-
	Mid-term Review: Submission of work done in first four weeks.	10	As per Appendix-A
	Submission of Draft Report to the respective guides.	10	As per Appendix- A
	Discussion with guides and return of corrected report.	-	
	Submission of Final Report (One hard copy & CD) to the respective guide.	10	
	Viva & Presentation to the internal Committee comprising Programme Director, Coordinator & respective guide.	20	
	Total Marks	50	

FORMAT OF THE REPORT

Format

1. The dissertation is to be written and compiled in the following the sequence:
 - (a) Title Page
 - (b) Certificate
 - (c) Acknowledgements
 - (d) Contents
 - (e) List of Tables
 - (f) List of Figures
 - (g) List of Symbols
 - (h) List of Abbreviations
 - (j) Body of the Report
 - (k) References/Bibliography
 - (l) Appendices

Title Page

2. *The format of the title page is attached as **Annexure-I**.*

Certificate

3. *The format of the certificate is attached as **Annexure-II**.*

Acknowledgements

4. In the “Acknowledgements” page, the writer recognises his indebtedness for guidance and assistance by the faculty guide and any other member (s). Courtesy demands that he/she also recognises specific contributions by other persons or institutions such as libraries and research foundations. Acknowledgements should be expressed simply, tastefully, and tactfully *duly signed above the name.*

Contents & List of Tables/Figures/Symbols/Abbreviation

5. The format of *Contents and list of Tables/Figures/Symbols* is attached as Annexure-III.

Body of the Report: Guidelines for Report Writing

6. While writing the dissertation following aspects must be adhered to:

(a) **Page Size:** Good quality white A4 size executive bond paper should be used for typing and duplication.

(b) **Chapter/Para Numbering:** In case a student wishes to compile the dissertation in chapter form he/she may do so in logical fashion. The chapters are to be numbered as Chapter-1, Chapter-2 etc. The heading/title of the chapter is to appear below the chapter number in uppercase. Paragraphs are not to be numbered. Sub-paras are to be numbered as (a), (b), (c) -----etc. Sub-sub paras are to be numbered as (i), (ii), (iii)-----etc.

(c) **Page Specifications:**

- (i) Left Margin : 1 inch
- (ii) Right Margin : 1 inch
- (iii) Top Margin : 1 inch
- (iv) Bottom Margin : 1 inch

(d) **Page Numbers:** All text pages starting from Body of the Project Report should be numbered at the *bottom center* of the pages.

(e) **Normal Body Text:**

- (i) **Font Size:** 12, Times New Roman, Double Spacing, Single Side Writing.

- (ii) *Paragraphs Heading Font Size:* 12, Times New Roman.
- (iii) *Page/Title Font Size:* 14

(f) **Structure of Final Report:** The report should be of covered within 40 typed pages in **double space** (excluding Appendices and Bibliography) on A4 size paper with 12 font size.

(g) **Table and Figure Number:** Table and figure numbers are to be written at the bottom of the table/figure as given below:

- (i) **Table No-1: Number of Employees in Organisation ABC**
- (ii) **Figure No-1: Sales Figures of ABC Company for 2002-2006**

(h) **Binding & Color Code of the Report:**

- (i) Hard Bound Report
- (ii) Background of the cover page –
- (iii) Letters in Silver White

References/Bibliography

7. Examples are given below:

1. D.L. Carney, J.I. Cochran, “The 5ESS Switching System: Architectural Overview,” *AT&T Technical Journal*, vol. **64**, no. **6**, July-August 1985, pp. 1339-1356.
2. A. Stevens, *C++ Database Development*, MIS Press, New York, 1992, p. 34.
3. www.ibm.com/in
4. www.intel.com/india

Appendices

8. The appendices are to be attached at the end of the report and to be numbered as Appendix-A, Appendix-B etc. right justified at the top of the page.

Name of the Topic

(Font size = 18)

*Submitted in partial fulfillment of the requirements
for the award of the degree of*

*Bachelor of Business Administration (BBA)
Semester-II (Paper Code-BBA-----)*

To

Guru Gobind Singh Indraprastha University, Delhi

Guide:
Name of Guide

Submitted by
Name of Student:
Roll No.:

INSTITUTE LOGO

NAME OF INSTITUTE

Annexure-II

Certificate

I, Mr/Ms _____, Roll No. _____ certify that the Minor Project Report (Paper Code-----) entitled “ _____ ” is completed by me by collecting the material from the referenced sources. The matter embodied in this has not been submitted earlier for the award of any degree or diploma to the best of my knowledge and belief.

Signature of the Student

Date:

Certified that the Minor Project Report (Paper Code-----) entitled _____ ” done by Mr/Ms _____, Roll No. _____, is completed under my guidance.

Signature of the Guide

Name of the Guide:

Designation:

Date:

Countersigned

Director/Project Coordinator

FORMAT FOR CONTENTS & LIST OF TABLES/FIGURES/ SYMBOLS

CONTENTS

S No	Topic	Page No
1	Certificate	-
2	Acknowledgement	-
3	List of Tables	-
4	List of Figures	-
5	List of Symbols	-
6	List of Abbreviations	-
7	Body of the Report	
8	References/Bibliography	
9	Appendices	

FORMAT FOR LIST OF TABLES/FIGURES/
SYMBOLS/ABBREVIATIONS

LIST OF TABLES

Table No	Title	Page No
1	Number of Employees in Organisation ABC	
2		

LIST OF FIGURES

Figure No	Title	Page No
1	Sales Figures of ABC Company for 2002-2006	
2		

LIST OF SYMBOLS

S No	Symbol	Nomenclature & Meaning
1	Σ	Sigma (Summation)
2	@	At the rate

LIST OF ABBREVIATIONS

S No	Abbreviated Name	Full Name
1	CRM	Customer Relationship Management

2	EPS	Earning Per Share
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