

## **605 – Project Work**

### **DETAILED GUIDELINES PROJECT REPORT (In the area of Specialization) BBA Semester -VI**

**Credit - 8**

**(Effective from Academic Session 2022-23)**

#### **1. OBJECTIVE:**

The objective of the study paper is to help the students to develop ability to apply multidisciplinary concepts, tools & techniques to analyze various situations pertaining to the area of specialization and of the study evaluate alternative solutions and suggest appropriate ways to achieve organization specific objectives.

#### **2. TYPE OF PROJECT REPORT:**

The project report may be any one of the following types:

**2.1** Comprehensive case study (covering single organization/multifunctional area, problem formulation, analysis and recommendations)

**2.2** Single organizational/inter- organizational study aimed at organizational comparisons of various practices adopted / to be adopted for growth in market place/for organizational efficiency.

**2.3** Field study for functional / behavioural findings based on data collection and Data analysis.

#### **3. PROPOSAL SUBMISSION:**

Project of the project should be prepared in consultation with the project guide from organization and institution submitted to the Director/BBA programme co-ordinator. The synopsis should clearly state the brief description of the organization objectives and research methodology of the proposed project to be undertaken. It should have full details of the rationale sampling instruments to be used, limitations if any and future directions for further research etc. in a format given by college.

#### **4. ELIGIBLE GUIDES:**

1. Recognized Faculty of the BBA College having degree in management.
2. Professionals in the relevant area holding degree/diploma in management and allied discipline.

#### **5. SYNOPSIS SUBMISSION:**

Students are advised to submit their synopsis within 15 days of the starting the project in any organization to their respective guides in organization and institute.

#### **6. APPROVAL OF THE SYNOPSIS:**

The synopsis shall be discussed with both the guides in details and necessary corrections be made before start of the project. This exercise should not take more than 2 days.

#### **7. PROJECT REPORT FORMAT\*:**

The project report should include

- Declaration
- Acknowledgements

- Index
  - List of tables
  - List of figures
  - Executive Summary
  - Chapters (1 to 6, viz. Introduction to Industry, Introduction to company, Theoretical Framework, Review of Literature, Research Methodology, Data Analysis, Conclusion, Recommendations - whichever decided by college guide.)
  - Reference Material - (i) Bibliography (ii) Appendices
- [\*FORMAT IS SUBJECT TO NATURE OF REPORT]

The title page should include - Title of the project, Name of the organization / Institution, Degree for which the report is presented, Name of the candidate/class, Month & Year of submission

1. The report must a full length summary of the research work undertaken by the student, 1.5 spaced typed A4 sized pages, with proper format pages, list of contents, graphs and tables, bibliography and appendix.

2.The report must adequately explain the research methodology adopted and the directions for future research.

3.The report should also contain - Approved synopsis, Certificate of originality of the work by the guide.

### **8. SUBMISSION OF THE REPORT:**

Two typed original copies of the report are to be submitted to Principal/Director in prescribed format on the date of submission given by the college, failing which the students shall not be allowed to appear for the forthcoming annual/viva examinations.

### **9. PROJECT REPORT EVALUATION:**

Project report shall be evaluated by the panel of members duly constituted by the Authority concerned.

### **10. Viva-voce:**

Students shall be required to appear for a viva-voce. The students shall be duly intimated about it through the notice board. The project study + Viva Voce shall be equivalent to two paper i.e. of 200 marks.

### **11. FINAL DECISION:**

The decision of the principal/director shall be the final in all respect which shall be binding to all concerned.