

Guidelines for Preparation of Project Report for BBA Students



Suggested format for Preparation of Project Report for “Bachelor of Business Administration” BBA

1. Arrangement of Contents:

- a) Cover Page Title Page (Same as cover Page)
- b) Declaration
- c) Certificate by company
- d) Certificate by Internal Faculty Supervisor
- e) Acknowledgement from students
- f) List of Symbols
- g) List of abbreviations
- h) List of Tables
- i) List of figures
- j) Table of contents
- k) Chapter : Introduction
- l) Format of Bibliography

2. Description of the work (to be divided into following chapters)

Chapter 1: Introduction

- 1.1 Overview of Industry
- 1.2 Company profile

Chapter 2: Literature Review:

This Point includes Review of the work carried out by other researcher in similar area or related area. (Findings from previous academic research studies in the topic under study)

Chapter 3: Research Methodology

- 3.1 Importance of the study
- 3.2 Statement of the problem
- 3.3 Objective of the study
- 3.4 Scope of the study
- 3.5 Limitations of the study
- 3.6 Research Design
- 3.7 Sample Design
 - Sample size (with justification)
 - Sampling Method (with justification)
- 3.8 Data collection method

Chapter 4: Data Analysis

- 4.1 Methods & techniques of data analysis
 - 4.1.1 Data analysis concept
 - 4.1.2 Data analysis process
- 4.2 Detail analysis & interpretation

Chapter 5: Findings, Conclusion & Recommendations

- 5.1 Findings
- 5.2 Conclusion
- 5.3 Recommendations
- 5.4 Future Scope of Study
- 5.5 Time Budget

Appendix & Bibliography

- Sample questionnaire
- Bibliography
- Synopsis
- Weekly Progress Report

Paper & Typing dimension.

Milk white papers which do not deteriorate rapidly are to be used. The paper must be with informally even edges. Photocopies should be on copy bond available at most reproduction centers. The report should be typed in one side of the paper only. Whole of the report (except the cover and title page) should be typed in Times New Roman font size of 12, justified and a line spacing of 1.5 left ,Margin 3 cm, Right margin 2 cm. Top margin 2.5 cm and Bottom margin 3.5 cm to be maintained. In case of mathematical expressions equation editor is to be used. Each chapter should start at a fresh page with a heading of a chapter

Pagination

Each page must have a number designation, though numbers may be at center at the bottom of the page and pages of chapter heading if the student prefers. All pages must be numbered consecutively as follows:

- Lower-case Roman numerals (i.e., i, ii, iii, iv, v, vi, etc.) are used for preliminary pages. The numerals appear at the right bottom of the page, approximately ½” above the bottom.
- Arabic numerals (i.e., 1, 2, 3, 4, 5, 6, etc.) are used for the body of the thesis/project. The numerals appear in the right bottom corner of the page, approximately ½” up from the bottom and ½” in from the right margin.
- Material inserted after final typing should be numbered as in this example: 21, 21a, 21b, etc. This expedient should be used sparingly.

Appendices and the bibliography or reference list should be numbered consecutively with the rest of the thesis.

Caption of figure & tables.

Caption of figure and table should be provided at the bottom of the table and diagram. Captions should be italicized and should be at the center. Figure and table numbers should be in tune with the chapter numbers (e.g. the first figure of the chapter I should be numbered as Fig. 1.1, first figure of chapter II should be numbered as Fig. 2.1 and so on.

Bibliography

Guard Sheets

A blank white page (Preferably thick) must be placed at the beginning and end of the report.

A
Summer Training Project Report

On
“Title of the Project”

(Times New Roman, Bold, Font size 18 & 1.5 Line spacing)

Submitted for partial fulfillment of requirement for the award of degree

Of

Bachelor of Business Administration

(Font Size 16)

Session 20XX-20XX (Font Size ‘16’)

Supervision By

Name of the Guide

Designation

Department

Submitted by

Name of the student

Enrolment No:

Semester:



Department of Management
Jharkhand Rai University
Ranchi, Jharkhand

DECLARATION

I the undersigned solemnly declare that the report of the project work entitled <Name of the Project>, is based my own work carried out during the course of my study under the supervision of <Name of the guide/s>

I assert that the statements made and conclusions drawn are an outcome of the project work. I further declare that to the best of my knowledge and belief that the project report does not contain any part of any work which has been submitted for the award of any other degree/diploma/certificate in this University or any other University.

(Signature of the Candidate)
Name of the Candidate
Roll No.:

ATTACHED SUMMER TRAINING CERTIFICATE

CERTIFICATE

On the basis of Project Report submitted by “Name of student”, student of Bachelor of Business Administration, I hereby certify that the Project Report “_____” Which is submitted to the Department of Management, Jharkhand Rai University in partial fulfillment of requirement for the award of the degree of Bachelor of Business Administration is an original contribution with existing knowledge and faithful record of work carried out by him/her under my guidance and supervision.

To the best of my knowledge this work has not been submitted in part or full for any Degree or Diploma to this University or elsewhere.

Date:

Internal Examiner(s)

(Signature)

Name:

Designation:

External Examiner(s)

(Signature)

Name:

Designation:

Head of the Department

(Signature)

Name:

ACKNOWLEDGEMENT

Through this acknowledgement I express my sincere gratitude towards all those people who helped me in this project, which has been a learning experience. This space wouldn't be enough to extend my warm gratitude towards my project guide " _____ " for efforts in coordinating with my work and guiding in right direction.

I escalate a heartfelt regards to our Head of Department " _____ " for giving me this opportunity to undertake this project.

I also wish to express my indebtedness to my parents as well as my family member whose blessings and support always helped me to face the challenges ahead

At the end I would like to express my sincere thanks to all my friends and others who helped me directly or indirectly during this project work.

Place:

Date:

Student Name:

Enrolment no.:

Chapter – I
Introduction

BIBLIOGRAPHY

Books:

(Sl.No.) <Author>, <"Title of the Book">, <Name of Publisher
>, <Place of Publication>, <Edition No.>, <Year of Publication>, <Chapter No.>, <Page No.>

Periodicals:

(Sl.No.) <Author/s>, <"Title of the research paper">, <Name of Journal>, <Vol.>, <No./Month
of publication>, <pp.>, <Year>

Website:

<http://www.gobbeldygook.co.uk>

Magazines:

