

# Institute of Innovation in Technology & Management, New Delhi

## Academic Circular 4/2010

22<sup>nd</sup> May 2010

### CONDUCT OF MINOR PROJECT 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 (Paper '*Personality Development & Communication Skills*' code BBA-211), students at the end of Semester II (during the summer vacation) are to write a dissertation on a topic assigned to him/her. It is termed as "Minor Project Report" and comprises of 4 credits. The report is to be submitted before middle of IIIrd 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:

<b>To be Completed by Date</b>	<b>Activity</b>	<b>Marks Allotted</b>	<b>Remarks</b>
29 <sup>th</sup> May 2010	Briefing and allocation of Topics of study.	-	-
25-28 August 2010	Submission of Draft Report to the respective guides.	20	As per Appendix- A
13-17 September 2010	Discussion with guides and return of corrected report.	-	
22 September 2010	Submission of Final Report (One hard copy & CD) to the respective guide.	10	
25-30 September 2010	Viva & Presentation to the internal Committee comprising Programme Director, Coordinator & respective guide.	20	
<b>Total Marks</b>		<b>50</b>	

6. The list of faculty guides assigned to the students of BBA IInd Semester is given separately and displayed on Notice Board.

1. All Students of BBA Semester II
2. Faculty Members

(Dr. V Mehra)  
Director

**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 - **Black**
- (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](http://www.ibm.com/in)
4. [www.intel.com/india](http://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-III (Paper Code-BBA 211)**

To

Guru Gobind Singh Indraprastha University, Delhi

Guide:  
Name of Guide

Submitted by  
Name of Student:  
Roll No.:



**Institute of Innovation in Technology & Management,  
New Delhi – 110058  
Batch (2008-2011)**

## **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**

<b>S No</b>	<b>Topic</b>	<b>Page No</b>
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**

<b>Table No</b>	<b>Title</b>	<b>Page No</b>
1	Number of Employees in Organisation ABC	
2		

**LIST OF FIGURES**

<b>Figure No</b>	<b>Title</b>	<b>Page No</b>
1	Sales Figures of ABC Company for 2002-2006	
2		

**LIST OF SYMBOLS**

<b>S No</b>	<b>Symbol</b>	<b>Nomenclature &amp; Meaning</b>
1	$\Sigma$	Sigma (Summation)
2	@	At the rate

**LIST OF ABBREVIATIONS**

<b>S No</b>	<b>Abbreviated Name</b>	<b>Full Name</b>
1	CRM	Customer Relationship Management
2	EPS	Earning Per Share