

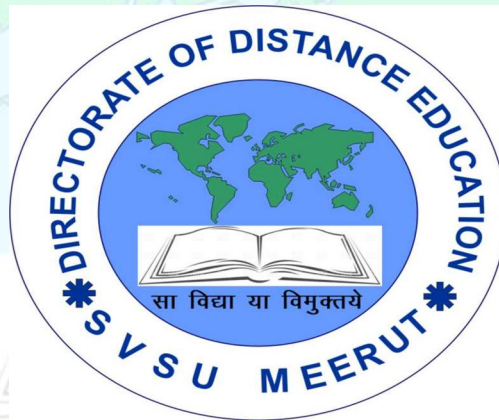
**Directorate of Distance Education
Swami Vivekanand Subharti University**

DIRECTORATE OF DISTANCE EDUCATION

A Project Report on

Title of the Project

**Directorate of Distance Education
Swami Vivekanand Subharti University
Meerut**



Submitted for partial fulfillment for award of the degree in
Bachelor of Business administration

BY STUDENT

Name-

Enrollment No.-

Batch-

Under the Supervision

Name of the guide

**Directorate of Distance Education
Swami Vivekanand Subharti University**

Certificate

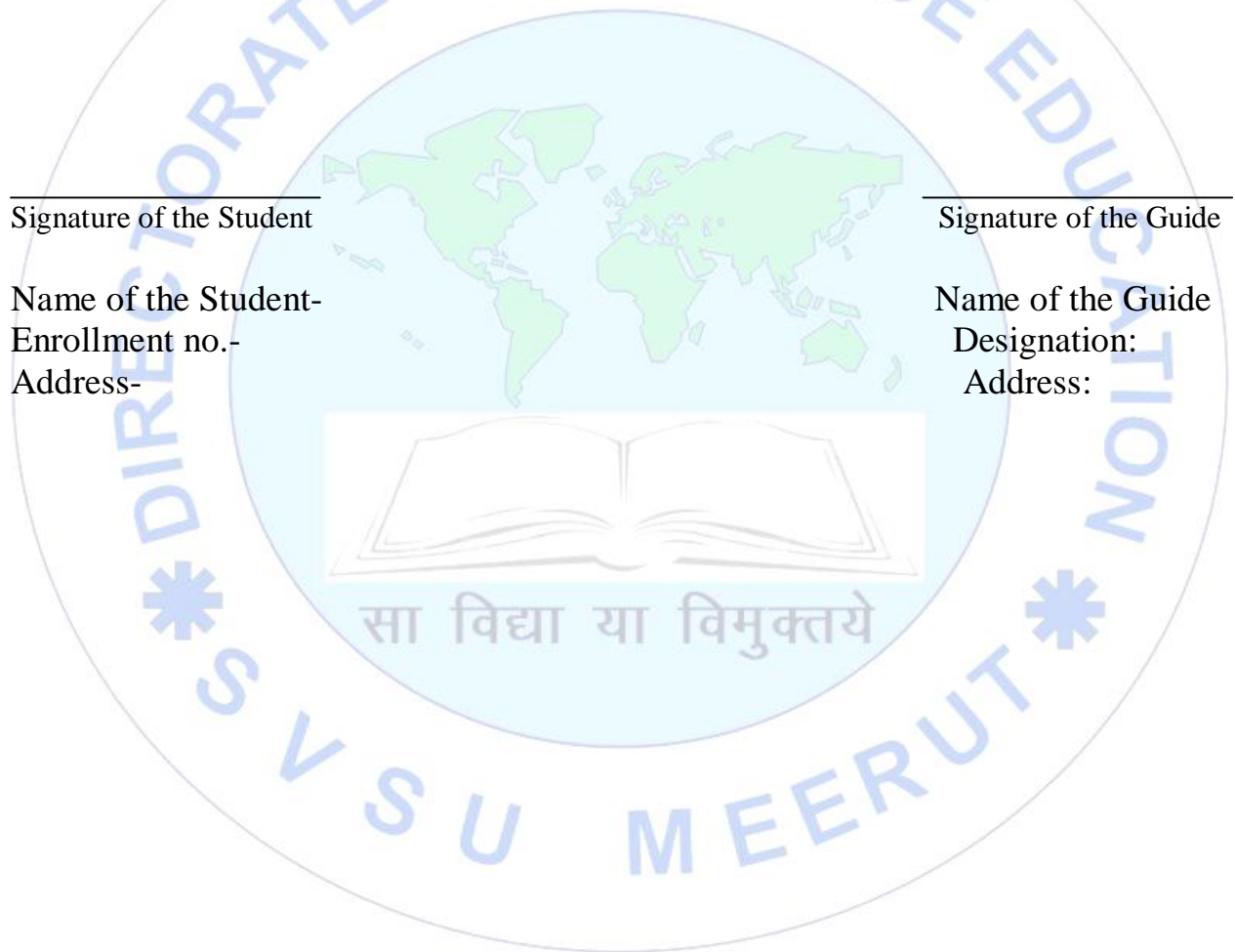
This is to Certify that Name of student has carried out the Project work presented in this entitled “Title of Project.....” under my supervision and merits the award of **Bachelor of Business Administration from Swami Vivekanand Subharti University. **The Project embodies result of original work and studies carried out by Student himself/herself and the contents of the Project do not form the basis for the award of any other degree to the candidate or to anyone else.****

Signature of the Student

Name of the Student-
Enrollment no.-
Address-

Signature of the Guide

Name of the Guide
Designation:
Address:



**Directorate of Distance Education
Swami Vivekanand Subharti University**

**MANUAL FOR PREPARATION OF BBA Project
(Prescribed Format and Specification)**

1. GENERAL:

The Research Project is intended to provide broad guidelines to the MBA in the preparation of the Project. In general, the Project shall report, an account of original research work of the research leading to the discovery of new facts or techniques of facts already known (analytical, experimental, hardware oriented etc) demonstrating a quality as to make a definite contribution to the advancement of knowledge and the Project scholar's ability to undertake sustained research and present the findings in an appropriate manner with actual accomplishments of the work plainly stated and honestly appraised.

2. NUMBER OF COPIES TO BE SUBMITTED FOR EVALUATION:

MBA Projects : One copy is to be submitted to the University.

SIZE OF Project:

The size of Project should not exceed 100 Pages of typed matter reckoned from the First page of Chapter 1 to the last page of the Appendix.

4. ARRANGEMENT OF PROJECT:-

The sequence in which the Project material should be arranged and bound should be as follows:

1. Cover Page / Title Page
2. Personal Profile(CV)
3. CV of the Guide.
4. Certificate from guide to student.
5. Contents:-
 - Acknowledgement
 - Preface
 - Chapters - A. Introduction
 - B. Objectives of the study
 - C. Literature Review
 - D. Methodology
 - E. List of tables/figures.
 - F. Analysis & Interpretation of data.
 - G. Findings/Results
 - H. Suggestions/Recommendations.
6. Bibliography.

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7. Appendix-
A. Abbreviations & symbols used in the Project
B. Questionnaires.

5. PAGE DIMENSIONS AND MARGIN:

The dimensions of the final bound 3 copies of the report should be 290mm x 205mm. Standard A4 size (297mm x 210mm) paper may be used for preparing the copies.

The Project (at the time of submission) should have the following page margins:

Top edge	:	30 to 35 mm
Bottom edge	:	25 to 30mm
Left side	:	35 to 40mm
Right side	:	20 to 25 mm

The Project should be prepared on good quality white paper preferably not lower than 80gsm.

Tables and figures should be prepared on good quality paper preferably not lower than 80 gsm.

Tables and figures should conform to the margin specifications. Large size figures should be photographically or otherwise be reduced to an appropriate size before insertion.

- 6.1 Cover Page & Title Page-** A specimen copy of the Cover page & Title page for Project are given in Annexure I.

The certificate shall carry the guide signature and shall be followed by the guide name, academic designation (not any other responsibilities of administrative nature), department and full address of the institution where the guide has guided research scholar. The term 'guide' must be typed in capital letters between the guide's name and academic designation.

- 6.3 Abstract-** Abstract should be an essay type of narration not exceeding four pages, outlining the research problem, the methodology used for tackling it, and a summary of

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the findings, when typed, double line spacing, font Style Times New Roman and Font Size 14.

- 6.4 Acknowledgement-** The Acknowledgement shall be brief and should not exceed one page when typed in double spacing. The scholar's signature shall be put at the bottom end above his./ her name typed in capitals.
- 6.5 Table of contents-** The table of contents should list all material following it as well as any material which precedes it. The title page, Bonafide Certificate and Acknowledgement will not find a place among the items listed in the Table of Contents but the page numbers in lower case. Roman letters are to be used for them. One and a half spacing should be adopted for typing the manner under this .specimen copy of the Table Contents for thesis is given in Annexure III.
- 6.6 List of Tables/Figures-** The list should use exactly the same captions as they appear above the tables in the text. One and a half spacing should be adopted for typing the matter under this head.
- 6.7 List of Symbols, abbreviations and Nomenclature-** One and a half spacing should be adopted for typing the matter under this head. Standard symbols, abbreviations etc. should be used.
- 6.8 Chapters-** The chapters may be broadly divided into 3 parts (i) Introductory chapter, (ii) Chapters developing the main theme of the thesis, (iii) Results, Discussion and Conclusion.

The main text will be divided into several chapters and each chapter may be further divided into several divisions and sub- divisions.

- Each chapter should be given an appropriate title.
- Tables and figures in a chapter should be typed single space and placed directly underneath on the very same page, which refers to the material they annotate.
- Footnotes should be used sparingly. They should be typed single space and placed directly underneath on the very same page, which refers to the material they annotate.

REFERENCES

- 6.9 Curriculum Vitae-** CV of the student & guide must be attached with Project.

The Vitae shall be prepared in double spacing and shall be restricted to a single page.

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6.10 Eligibility of Project Guide- A person having Ph.D./Master degree with two years experience in relevant subjects.

6.11 Tables and figures- By the word 'Table', is meant tabulated numerical data in the body of the Project as well as in the appendices. All other non-verbal material used in the body of the Project and appendices such as charts, graphs, maps, photographs and diagrams may be designated as figures.

- A table or figure, including caption, should be accommodated within the prescribed margin limits and appear on the page following the page where their first reference is made.
- Table and figures on half or less in length may appear on the same page along with the text. However, they should be separated from the text both above and below by triple spacing.
- All tables and figures should be prepared on the same paper or material used for the preparation of the rest of the spacing.
- Two or more small tables or figures may be grouped, if necessary, in a single page.
- Wherever possible, the entire photograph(s) may be reproduced on a full sheet of photographic paper.
- Photographs if any should be in the color Xerox form only. More than one photograph can be included in one page.
- Samples of Fabric, Leather, etc., if absolutely necessary, may be attached evenly to a page and fixed/ pasted suitably and should be treated as figures.

7. TYPING INSTRUCTIONS

7.1 General

This section includes additional information for final typing of the Project. Some information given earlier under 'Manuscript preparation' shall also be referred.

The impression on the typed/ duplicated/ printed copies should be black in color.

If Computer Printers are used uniformity of the font in the same thesis shall be observed.

Certain symbols, characters or markings not found on a standard typewriter may be hand written using Indian ink or a Stylus pen (in case stencil sheets are used). Corrections, interlineations and crossing out of letters or words will not be permitted in

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any of the copies of the thesis intended for submission. Erasures, if made, should be neatly carried out in all copies.

A sub-heading at the bottom of a page must have at least two full lines below it or else it should be carried over to the next page.

The last word of any page should not be split using a hyphen.

One and a half spacing should be used for typing the general text. The general text shall be typed in font Style Times New Roman and Font Size 14.

Single spacing should be used for typing:

- (i) Long Tables
- (ii) Long quotations
- (iii) Foot notes
- (iv) Multilane captions
- (v) References

All quotations exceeding one line should be typed in an indented space- the indentation being 15mm from either margin.

TABLE OF CONTENTS

Acknowledgement

Preface

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TITLE

PAGE NO.

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Chapter 2.	Objectives of the study	-----
Chapter 3.	Literature Review	-----
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Chapter 5.	List of tables/figures.	-----
Chapter 6.	Analysis & Interpretation of data.	-----
Chapter 7.	Findings/Results	-----
Chapter 8.	Suggestions/Recommendations.	-----

Bibliography.

Appendix-

- A. Abbreviations & symbols used in the Project
- B. Questionnaires.