

# Jaipur National University, Jaipur

## School of Distance Education and Learning

### Guidelines for BBA Project Report

#### **Research Project Report (BBA-307):**

Every student will have to submit a project report on any topic related to management studies in about 60-70 pages (Computer word process) in 12 font size, Times New Roman (space between lines 1.5) in the prescribed format under the supervision of **Approved Supervisors** (format is available on the website the [www.sodel.jnujaipur.ac.in](http://www.sodel.jnujaipur.ac.in)).

The students are required to submit the Project report stating objectives, significance, methodology, data analysis, findings, summary and conclusion along with the Report. The Supervisor's Certificate should also be attached with the signature and seal of the Supervisor. The Project Report is of 8 credits maximum marks are 100. The Projects copied from other students or any other source will be summarily rejected and zero marks will be awarded. Therefore, students should take the project work seriously. Project can be submitted before the BBA final year examination of their batch.

Student can take up Project work only after completing Second Year after admission into **BBA** Programme.

#### **(1) Objective:**

The objective of the project is to help the student to develop research ability, multidisciplinary concepts, tools, and techniques to solve organizational problems.

#### **(2) Type of Project:**

The Project may be from any one of the following categories:

- Comprehensive case study, (covering single origination/multifunctional area problem formulation, analysis and recommendations)
- Field study (empirical study)

#### **(3) Proposal Formulation:**

Project should be prepared in consultation with the **Approved Research Supervisor by the Jaipur National University, Jaipur.**

**(4) Eligible Project Guide:**

- (a) Academic faculty of Management Programme having more than 2 years experience
- (b) Faculty at the headquarters (Department of Management Studies)
- (c) Employed “Professionals”, holding master’s degree in Management or allied discipline, and having a minimum of 5 years of experience on job at Senior Supervisory Level- Assistant Manager and above.

**(5) Project Report Formulation:**

- (a) The report should be typed in 12 font, Times New Roman, in 1.5 space in about 60 to 70 pages (excluding appendices and bibliography)
- (b) Each project report must adequately explain the research methodology adopted.
- (c) The Project Report should also contain the following:
  - (i) Certificate of Originality
  - (ii) Certificate of the Supervisor

**(6) Submission of the Project Report:**

Two typed copies of the project report are to be submitted at their IGC. In absence of the project marks, the final year result will not be declared by the university

**(7) List to Topics:**

An illustrative list of topics is enclosed to give only an idea as to what kind to topics could be selected for project work. It is advisable that the students select their topics in the respective area of specialization.

**(8) Project Evaluation:**

By an examiner approved by the University

**(9) Viva Voce:**

There will be no *Viva Voce* Examination

**(10) Enquiries:**

Enquiries regarding the project proposals should be addressed to the Head, SODEL.

### **Some Important notes while preparing the project proposal:-**

- Send only one copy of the Project Report at the University.
- “BBA-307” should be written prominently on the envelope and should be addressed to Head, SODEL.
- The Project Report should be submitted in A-4 size (29 x 20 cm) typed in 1.5 space in a hardbound volume.
- Before binding the Project Report the student should ensure that it contains the approved Supervisor’s Certificate and an Originality Certificate duly signed along with the seal of the Supervisor and Date.
- If any Project Report is received in the absence of the above should be rejected or returned to the student for compliance.
- Two typed copies of the project report are to be submitted to the IGC for onward transmission to the Service Provider who will send one copy for checking and another copy with Award list to the Head SODEL at the University.
- Kindly mention on the top of the envelope the name, enrollment number specialization and BBA-PROJECT REPORT. This will facilitate sorting out Project Report received.
- Student should keep a copy of the Project Report with him/her. The project will not be returned to the student. It will be kept in the University Library.

**CERTIFICATE OF ORIGINALITY**

This is to certify that the project report entitled \_\_\_\_\_

submitted to **Jaipur National University, Jaipur** in partial fulfillment of the requirement for the award of the degree of **BACHELOR OF BUSINESS ADMINISTRATION (BBA)**, is an authentic and original work carried out by Mr. / Ms. \_\_\_\_\_ with enrolment no. \_\_\_\_\_ under my supervision and guidance.

This project is a genuine work done by the student and has not been submitted whether to this University or to any other University / Institute for the fulfillment of the requirements of any course of study.

.....  
Signature of the Student:  
Date : .....  
Name and Address  
of the Student:

.....  
Signature of the Guide  
Date: .....  
Name, Designation and  
Address of the Guide:

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Enrolment No.: \_\_\_\_\_

# JAIPUR NATIONAL UNIVERSITY

COURSE CODE: BBA-307

TITLE OF THE PROJECT

Submitted to the  
School of Distance Education & Learning  
in partial fulfillment of the requirements  
for the award of the degree  
Bachelor of Business Administration (BBA)

Year of Submission

Supervisor's Name \_\_\_\_\_

Student's Name: \_\_\_\_\_

& Designation: \_\_\_\_\_

Enrolment No.: \_\_\_\_\_

Roll No.: \_\_\_\_\_



## JAIPUR NATIONAL UNIVERSITY

School of Distance Education & Learning  
Jagatpura, Near New RTO, Agra By-pass Road Jaipur-302017