

**PANDIT SUNDARLAL SHARMA (OPEN) UNIVERSITY CHHATTISGARH
BILASPUR**



**Project Work
MANUAL**

**Bachelor of Business Administration
(B.B.A.)**

Department of Management

PANDIT SUNDARLAL SHARMA (OPEN) UNIVERSITY CHHATTISGARH, BILASPUR

VERIFIED

REGISTRAR
Pt. Sunderlal Sharma (Open)
University Chhattisgarh
BILASPUR (C.G.)

Dr. Anita Singh
Dr. Anita Singh
Incharge NAAC Criteria-I
155008, CG Bilaspur

Placed before BOS Management on date 24.07.2021

BACHELOR OF BUSINESS ADMINISTRATION (BBA)

GUIDELINE FOR PREPARATION OF PROJECT REPORT

DEPARTMENT OF MANAGEMENT
PANDIT SUNDARLAL SHARMA (OPEN) UNIVERSITY
CHHATTISGARH
KONI-BIRKONA ROAD, BILASPUR- CHHATTISGARH

Approved
Blush
24/07/2021
2021/24-7-21

AEI
24.07.2021

S. P. Rao
24/7/2021

Placed before BOS Management on date 24.07.2021

PROJECT REPORT FORMAT

Bachelor of Business Administration (BBA)

The Project Report consists of three main parts (i) The Preliminaries (ii) The Text (iii) Annexure. It is to be arranged in the following sequence.

THE PRELIMINARIES:

- ❖ Title Page (Outer Cover) as per the format given in Annexure III, (should be printed in White Colour on a Navy Blue background).
- ❖ Title Page (Inner Cover) as per the format given in Annexure IV
- ❖ Declaration by the candidate (Annexure – V)
- ❖ Certificate of Supervisor/s (Annexure – VI)
- ❖ Acknowledgements (Annexure – VII)
- ❖ Table of Contents (Annexure – VIII)
- ❖ Abstract/Preface
- ❖ List of Tables (If applicable)
- ❖ List of Figures (If applicable)
- ❖ List of abbreviations (Optional)
- ❖ Chapter –I tocontinue according to the table of contents.

THE TEXT OF THE PROJECT REPORT

The text the Project Report is usually divided in to chapter's with subheadings, within the chapters to indicate the orderly progression of topics and their relation to each other

Chapter-I Introduction: - The Project Report should normally begin with a general introduction presenting an overview of the purpose and significance of the study. The introduction should show why the topic selected is worth investigating. This will normally be done with reference to existing research, identifying areas that have not been explored, need to be explored. The final section of the introduction should provide a brief overview of each of the main chapters that the reader will encounter.

Chapter-II Review of Related Literature: - The purpose of the literature review is to summarize, evaluate and compare the main developments and current database in the field which are specifically relevant to the subject of research embodied in the Project Report .

Chapter-III Research Methodology: - The supervisor and the student may decide how this part of the Project Report should be structured. Although this section varies depending up on method and analysis technique chosen, the chapter describes and justifies the methods chosen for the study and why this method was the most appropriate.

Approved

2
Shikha
24/7/2021

24.07.2021

S.P. Rao
24/7/2021

placed before BOS Management on date 24.07.2021

Chapter-IV Observations & Analysis:- Observations , Analysis and Interpretation should be done as per data collected from sample.

Chapter-V Results Conclusions and Suggestions: The results are actual statement of observations, including statistics, tables and graphs. Do not present the same data as graph as well as table. Use one of the appropriate style of presentation. The purpose of this chapter is not just to reiterate the findings but discuss the observation in relation to the theoretical body of knowledge on the topic.

Bibliography Citation in Text: Citation in the text usually consists of the name of the author(s) and the year of the publication. The page no is added when utilizing a direct quotation. It should be arranged Alphabetically .

Example (i): Thomas.V (2007) identified....

Example (ii): Gould and Brown (1991, p. 14) used the

Example (iii) : Rhoades et. al (2008) define the

REFERENCE BOOK: All publications listed in the Project Report should be presented in a list of REFERENCE BOOK, following the sample.

Citation from Project Report :

- Kundur., D. (1999), Multiresolution Digital Watermarking: Algorithms and Implications for Multimedia Signals. Ph.D Project Report , University of Toronto.

Citation from Journal:

- Clifford, G. D. and Tarassenko.,s L. (2001), One-pass Training of Optimal Architecture Auto-associative Neural Network for Detecting Ectopic Beats. Electron Letters. 37(18): 1126-1127.
- Rhoades, B.E. (1997), A Comparison of various definitions of Contractive mappings, Trans.Amer.Math.Soc., Vol. 5, no.3, 257-290.

Citation from Books:

- Thompson, D. ed., (1995), The Concise Oxford Dictionary of Current English. Oxford, UK: Oxford University Press, 9th ed. ISBN No.: 0987654.
- Lindsay, D. (1999), A Guide to Scientific Writing, Melbourne, Chapter 2, Australia: Addison Wesley Longman Australia, 2nd ed. ISBN No.: 12345678.

Citation from Website:

Anonymous, unZign, "Tool for Evaluating a Variety of Watermarks", <http://altern.org/watermark/>, (Browsing date: 23rd September 1997)

Publication of the University of Geneva (on digital watermarking): <http://cuiwww.unige.ch/~vision/Publications/watermarking_publications.html> (Browsing Date: 4th January 2006)

Citation from patent:

Gustafsson J. K. (1976), "Analog-digital converter for a resistance bridge", Patent U. S. 3960010, June 1,.

Approved 3

Blush
24.7.21

AE
24.07.2021

S. P. Rao
24/7/2021

Placed before BOS Management on date 24.07.2021

REFERENCE BOOK must be given alphabetically in REFERENCE BOOK section and in text as

Clifford. G. D. and Tarassenko. L. (2001) suggested that.....

Appendices:

- Questionnaire /Formula /Diagnosis/Any other Supporting Documents

GUIDELINES FOR WRITING :-

1. Font size For English

Title Page	18-24
Headings / subheadings	12-16
Text	12
Footnotes	8-10

Font size For Hindi

Title Page	18-24
Headings / subheadings	16-20
Text	14
Footnotes	10-12

Footnotes be given on the same page where reference is quoted

2. Type style

Times New Roman for English

Kruti dev 10 for Hindi

3. Margins.

At least $1\frac{1}{4}$ - $1\frac{1}{2}$ inches (3.17-3.81cm) on the left-hand side, $\frac{3}{4}$ - 1 inch (2 - 2.54cm) at the top and bottom of the page, and about $\frac{1}{2}$ - 0.75 inches (1.27 - 1.90cm) at the outer edge. The best position for the page number is at top-center or top right $\frac{1}{2}$ inch (1.27 cm) below the edge. Pages containing figures and illustration should be suitable paginated.

4. The *Project Report* shall be computer typed (**English-** British, Font Style -Times Roman, Size-12 point, **Hindi-** Font Style -Krutidev-10,Size-14) and printed on A4 size paper.

5. The *Project Report* shall be typed on one side only with double space with appropriate margin.

6. Use only standard abbreviations. Avoid abbreviations in the title. The full term for which an abbreviation stands should precede its first use in the text except in case of measurement units. The measurement units if any shall be followed consistently.

7. Maintain uniformity in writing the *Project Report* .

8. All copies of the *Project Report* are to be bound in colored hard cover (according to color code) of the *Project Report* .

9. The final submission of the *Project Report* shall be in 03 hard/spiral bound copies and 01 soft copy (MS Word) in a CD along with all the corrections and suggestions as recommended before.

Approval

Blush
24/07/2021

25/7-24

24.07.2021

S. P. Rao
24/7/2021

placed before BAJ Management on date 24.07.2024

ANNEXURE-III (Outer cover)

**THE TITLE OF THE PROJECT REPORT IN THE OUTER
COVER
SHALL LOOK EXACTLY LIKE THIS TITLE**

(Font: Times New Roman, Size: 16, Bold, Line Spacing: 1 ½, Centered)

{Here put a gap of 4 lines}

Project Report submitted to

(Font: Times New Roman, Size: 12, Bold, centered)

{Here put a gap of one line}

DEPARTMENT OF MANAGEMENT

Pandit Sundarlal Sharma (Open) University Chhattisgarh

(Font: Times New Roman, Size: 14, Bold, centered)

{Here put a gap of one line}

For the award of the degree of

(Font: Times New Roman, Size: 12, Bold, centered)

{Here put a gap of one line}

BACHELOR OF BUSINESS ADMINISTRATION (BBA)

(Font: Times New Roman, Size: 14, Bold, centered)

{Here put a gap of two lines}

by

(Font: Times New Roman, Size: 12, Bold, centered)

{Here put a gap of two lines}

<NAME OF THE STUDENT>

(Font: Times New Roman, Size: 14, Bold, centered)

Enrollment No.: <>

(Font: Times New Roman, Size: 12, Bold, centered)

<Year>

(Font: Times New Roman, Size: 12, Bold, centered)

© <Year><Name of the student>. All rights reserved.

(Font: Times New Roman, Size: 10, Bold, Centered)

Approved

24/07/2024

24.7.24

24.07.2024

24/7/24

placed before BO Management on date 24.07.2021

ANNEXURE-IV (Inner cover)

**THE TITLE OF THE PROJECT REPORT IN THE INNER
COVER SHALL**

LOOK EXACTLY LIKE THIS TITLE

(Font: Times New Roman, Size: 16, Bold, Line Spacing: 1 ½, Centered)

{Here put a gap of 4 lines}

Project Report submitted to

(Font: Times New Roman, Size: 12, Bold, centered)

{Here put a gap of one line}

DEPARTMENT OF MANAGEMENT

Pandit Sundarlal Sharma (Open) University Chhattisgarh

(Font: Times New Roman, Size: 14, Bold, centered)

{Here put a gap of one line}

For the award of the degree

of

(Font: Times New Roman, Size: 12, Bold, centered)

{Here put a gap of one line}

BACHELOR OF BUSINESS ADMINISTRATION (BBA)

(Font: Times New Roman, Size: 14, Bold, centered)

{Here put a gap of two lines}

by

(Font: Times New Roman, Size: 12, Bold, centered)

{Here put a gap of two lines}

<NAME OF THE STUDENT>

(Font: Times New Roman, Size: 14, Bold, centered)

Under the Guidance of

(Font: Times New Roman, Size: 12, Bold, centered)

<NAME OF THE SUPERVISOR/S>

(Font: Times New Roman, Size: 14, Bold, centered)

<Year>

(Font: Times New Roman, Size: 12, Bold, centered)

©<Year><Name of the student>. All rights reserved.

(Font: Times New Roman, Size: 10, Bold, Centered)

Approved

Bluse
24/07/2021
6 2024.7.21

24.07.2021

S. K. Rao
24/7/2021

ANNEXURE-V

DECLARATION

I the undersigned solemnly declare that the Project Report entitled "title of the work" is based on my own work carried out during the course of my study under the supervision of < name of supervisor >.

I assert that the statements made and conclusions drawn are an outcome of my research work. I further certify that

- i. The work contained in the Project Report is original and has been done by me under the general supervision of my supervisor (s).
- ii. The work has not been submitted to any other Institute for any other Degree/Diploma/Certificate in this University or any other University of India or abroad.
- iii. I have followed the guideline provided by the University in writing the Project Report.
- iv. I have conformed to the norms and guidelines given in the concerned Ordinance of the University.
- v. Whenever I have used materials (data, theoretical analysis, and text) from other sources, I have given due credit to them by citing them in the text of the Project Report and giving their details in the REFERENCE BOOK.
- vi. Whenever I have quoted written materials from other sources, I have put them under quotation marks and given due credit to the sources by citing them and giving required details in the REFERENCE BOOK.

(Name & Signature of the Student)

Enrollment No.

Approved
Disha
24/7/2021
24.7.21

S. P. Sharma
24.07.2021

S. P. Sharma
24/7/2021

Placed before BOJ Management on date 24.07.2024

ANNEXURE-VI

CERTIFICATE

This is to certify that the work incorporated in the Project Report entitled " title of the Project Report " is a record of own work carried out by <Name of Student > under my supervision for the award of degree of **Programme Name** of Department of Management, Pandit Sundarlal Sharma (Open) University Chhattisgarh.

To the best of my knowledge and belief the Project Report :

- i. Embodies the work of the candidate himself/herself,
- ii. Has duly been completed.
- iii. Is up to the desired standard both in respect of contents and language for being referred to the examiners.

Supervisor

(Name and signature of the Supervisor
With designation and Name of Organization)

Approved

Blishe
24/07/2024

202
24-7-24

[Signature]
24-07-24

S. P. Das
24/7/2024

(Signature of the Head of the Department)

(Seal of Department)

Placed before BOJ Management on date 24.07.2021

ANNEXURE-VII

ACKNOWLEDGEMENT

Acknowledgements should be brief and should not exceed one page. Acknowledgements should be duly signed by the candidate. Gratitude may be expressed to only those who really contributed to the work directly or indirectly. Name of student should appear at the bottom of the page.

SAMPLE ACKNOWLEDGEMENT

It is a matter of immense pleasure to express the overwhelming sense of gratitude, devotion, incontestable regards to my esteemed & learned guides <.....> who have striven to perfect my project report.

.....
.....
.....

Finally, I express my indebtedness to all who have directly or indirectly contributed to the successful completion of my project work.

Approved

Dr. H. K. S. S.
24/7/2021
24.7.21

Dr. H. K. S. S.
24.07.2021

< Name of Student >

S. D. H. S.
24/7/2021

placed before BOJ management on date. 24.07.2021

ANNEXURE-VIII

TABLE OF CONTENTS

Abstract /Preface	I
List of Tables: (If applicable)	II
List of Figures :(If applicable)	III
List of Abbreviations/Symbols (If applicable)	IV
Chapter-I	Introduction	1.....
Chapter-II	Review of Related Literature
Chapter-III	Research Methodology
Chapter-IV	Observation And Analysis
Chapter-V	Result, Conclusions and Suggestions
Bibliography	As per style given in reference section of text of the project report.
Appendixes	Questionnaire/Formula/Diagnosis/Any Supporting Documents	other

Approved

Blisa
24/7/2021

24.7.21

24
24.07.2021

S. P. Das
24/7/2021

TABLE OF CONTENTS

Abstract /Preface	I
List of Tables: <i>(If applicable)</i>	II
List of Figures : <i>(If applicable)</i>	III
List of Abbreviations/Symbols <i>(If applicable)</i>	IV
Chapter-I	Introduction	1.....
Chapter-II	Review of Related Literature
Chapter-III	Research Methodology
Chapter-IV	Observation And Analysis
Chapter-V	Result, Conclusions and Suggestions
Bibliography	As per style given in reference section of text of the project report.
Appendixes	Questionnaire/Formula/Diagnosis/Any Supporting Documents	other

VERIFIED

[Handwritten Signature]

Approved

10/1

27.4.21

[Handwritten Signature]
Dr. Anita Singh
 Incharge NAAC Criteria-I
 PSSOU, CG Bilaspur