

# **TITLE: Project Work: Theoretical and Field Concepts**

**COURSE CODE : 1BBADP0509**

The student will have to go for field work in any Industrial /Trading / Service organisation for at least six weeks after the end of BBA- IVth semester examination and after completing course contents of part A and before the start of BBA- Vth semester classes.

Student should decide the topic for the project under the guidance of a teacher within 10 days after the end of examination of BBA-IVth semester. The student should take regular guidance from the teacher while carrying out project work.

The student shall prepare three copies of Project Report: One copy to be forwarded to University after the Evaluation, one copy to be retained by The College and one copy for self-reference. The project report is to be submitted by 30th September with following guidelines:

**Declaration:** Declaration from the student that his Project work is Original.

**Certificate By the guide:** The guide should certify that the research work is original and completed under his abled guidance.

**Certificate by the Industrial /Trading / Service organisation:** The Organisation should certify the student was present for six weeks and worked on the topic. The organisation should also analyse the performance of student.

**Linkage:** There should be a proper linkage between objectives, data and interpretation, findings and suggestions. Pagination: Page numbers are compulsory.

**Project Guide:** A Project guide will take care of a maximum of 15 students. In case of more than 15 students and upto 30 it is to be divided among two faculty members and so on. Guiding Project work of 15 students shall mean a period of 40 minutes duration for the semester. Project guide must have 3 years of teaching experience (Govt. College). The evaluation of Project Report is to be completed at the time of evaluation of Project Presentation.

**Assessment of Project Report:** The Principal of the Concerned College will appoint a committee, consisting of two members, one members being external and one member being internal. The members must have 3 years of teaching experience. The marks are to be submitted to the University immediately after the assessment.