



কৃষ্ণকান্ত সন্দিকৈ ৰাজ্যিক মুক্ত বিশ্ববিদ্যালয়

Krishna Kanta Handiqui State Open University

GUWAHATI-781006

Housefed Complex
Last gate, Dispur,

Ref: PROJ_UGPG/2015/04A

Date: 01/11/2015

NOTIFICATION FOR PROJECT GUIDELINES

It is hereby informed to all the learners of BBA 6th Semester to follow the guide lines in preparing their project work/report, which is attached herewith.

sd/-

Deputy Registrar(Examinations)



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PROJECT GUIDELINES FOR BBA 6th Semester



**KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY
HOUSEFED COMPLEX,
DISPUR, GUWAHATI-6**

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I. OBJECTIVES:

The objective of the Project is to help the learners acquire ability to apply multi-disciplinary concepts, tools and techniques to solve organizational problems and/or to evolve new/innovative theoretical frame work.

The duration of the project work is two months.

The project carries 100 marks and it is mandatory to submit the Project Report before the completion of the programme.

II. TIME SCHEDULE FOR THE PROJECT:

Sl. No.	Topic	Date
1	Submission of the synopsis of the project at the respective Study Centre	upto31 st January
2	Viva-voce to be conducted	1 st August to 10 th August
3	Candidate should bring three copies of the project report along with them at the time of Viva-Voce	-do-



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III. FEES FOR PROJECT:

A Challan of Rs 1000/- as Project fees should be enclosed with the copy of the project report (which will be sent to the university), if not paid the fee during the admission time.

IV. TYPES OF PROJECT:

The Project may be taken on any one of the following areas :

- The project should be done in core specialization area of B.B.A course only.
- Comprehensive case study (covering single organization/multifunctional area problem, formulation analysis and recommendations)
- Inter-organisational study aimed at inter-organisational comparison/ validation of theory/survey of management services.
- Evolution of any new conceptual / theoretical framework.
- Field study (empirical study).
- The project can be based on primary or secondary data.

V. PROJECT PROPOSAL (SYNOPSIS):

Submission, Changes and Acceptance of Project Proposal (synopsis):

- Learners are advised to send their project synopsis and name and address of the project guide to the Coordinator, KKHSOU, Study Centre. The synopsis should include the following:
 - Title of the Study
 - Objectives and importance (significance) for the Study
 - Research Methodology opted for the Study (stating nature, sources, collection of data; research tools and techniques to be used; sampling procedure). Along with this, a brief profile of the organization proposed to be covered in the project should also be included.
 - Limitations and Scope of the Study.



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- If the learner wants to undertake a new project by changing his/her earlier project proposal, he will have to justify his new choice. Without valid ground and certification from his/her guide, no change in project proposal will be entertained.
- In any case, changes in project proposal will not be allowed after submitting the second project proposal. The second proposal will be considered as final.
- It is necessary that the learners finalize their project proposal well ahead of time.
- It is to be noted that changes in project proposal will not be entertained in the last month of the programme.
- In order to complete the project in due time, a learner should devote at least 60 days for his/her project. This time should be judiciously divided into various phases like field study & interview, data collection, data tabulation, data interpretation and data analysis,

VI. PROJECT GUIDE:

- A faculty at the School of Professional Studies (Commerce, Management or Economics) of KKHSOU headquarter.
- Faculties in the departments of Commerce, Business Management or Economics in colleges/institutions affiliated to any Indian University and having minimum five years of teaching experience.

VII. PROJECT REPORT:

- Each Project Report must adequately explain the research methodology adopted and the directions for future research.
- The Project Report should also contain the following:
 - Copy of the approved Project Proforma. The Project Proforma has been mentioned in the section "Project Proforma".
 - Certificate of originality of the work duly signed by the learners themselves and project guide.

VIII. PROJECT PROFORMA

- The Project Report should be typed in double line space, with 1.5 inches of margin in left size and 1 inch margin in the right side of each page. The upper and lower margins should not be less than 1 inch each. Project report should be printed on one side only and should be spiral bound.



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- The project report should include the following items
 - 1) Introduction
 - 2) Objectives
 - 3) Methodology
 - 4) Analysis of the document
 - 5) Findings
 - 6) Implementation of the project
 - 7) Future application of the project
 - 8) Bibliography
- The cover page and the first three pages of the report should be of the following structure:

COVER PAGE (FIRST COVER)

 <p>"TITLE OF THE PROJECT"</p> <p>Name & Enrol. Number of the Learner</p>

FIRST FACE PAGE

 <p>"TITLE OF THE PROJECT"</p> <p>Conducted under the Guidance of</p> <p>(Name of the Guide)</p> <p>Name & Enrol. Number of the Learner</p>
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SECOND PAGE

CERTIFICATE OF ORIGINALITY from the Supervisor

This is to certify that the project report entitled
submitted to **Krishna Kanta Handiqui State Open University** in partial
fulfilment of the requirement for the award of the degree of **BACHELOR
OF BUSINESS ADMINISTRATION (BBA)**, is an original work carried out
by Enrolment No.: under the
supervision of Mr./ Ms/Dr./Prof.

The matter embodied in this project is a genuine work done by the student
and has not been submitted either to this University or to any other University
/ Institute for the fulfilment of the requirement of any course of study.

Signature of the learner
Name and Address

Signature of the supervisor
Name, Designation &
Address



IX. SUBMISSION OF PROJECT REPORT

Learners should prepare three copies of the project report, One copy for the University, one for the Study Centre and one for the learner him/her self. They should bring all the copies at the time of Viva-Voce. At the top right corner of the first page of the report “COPY FOR THE UNIVERSITY” should be neatly written/typed.

X. PROJECT PRESENTATION & PRESERVATION

- Each project must be presented in the presence of an External Evaluator. Project presentation may be scheduled at other study centres also depending on the number of learners.



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- Learners should preserve their copies of project report for future reference. The University may ask to present the same even after the submission of the project anytime within commencement of the programme. Therefore, the learners should preserve their copies at least until final result is declared.

The above pages (Cover page and first, second and third page) should not have any numbering. There should be a content page depicting the inside road map of the project. Numbering of pages may start from the next page of the content page.

The type font is: Arial. For general continuous texts, font size: **11**. The major Section should be typed with **BOLD** letters with font size: **14**. The Sub-sections should be typed with **Title Case bold letters** with font size **12**.

XI. MARKS DISTRIBUTION AND VIVA VOICE:

Total marks (100) =80 (Report writing) + 20 (Viva Voice)

Both internal guide and the external examiner will evaluate the project report and award marks out of 80. Candidate shall appear in a viva voice examination to be scheduled by the university and to be held one of the study centres.

At least one of the two examiners mentioned above should be present to conduct the viva examination and award marks out of 20.
