

Project Guidelines (DBB3203)
Bachelor of Business Administration (BBA)
Program



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1. Introduction

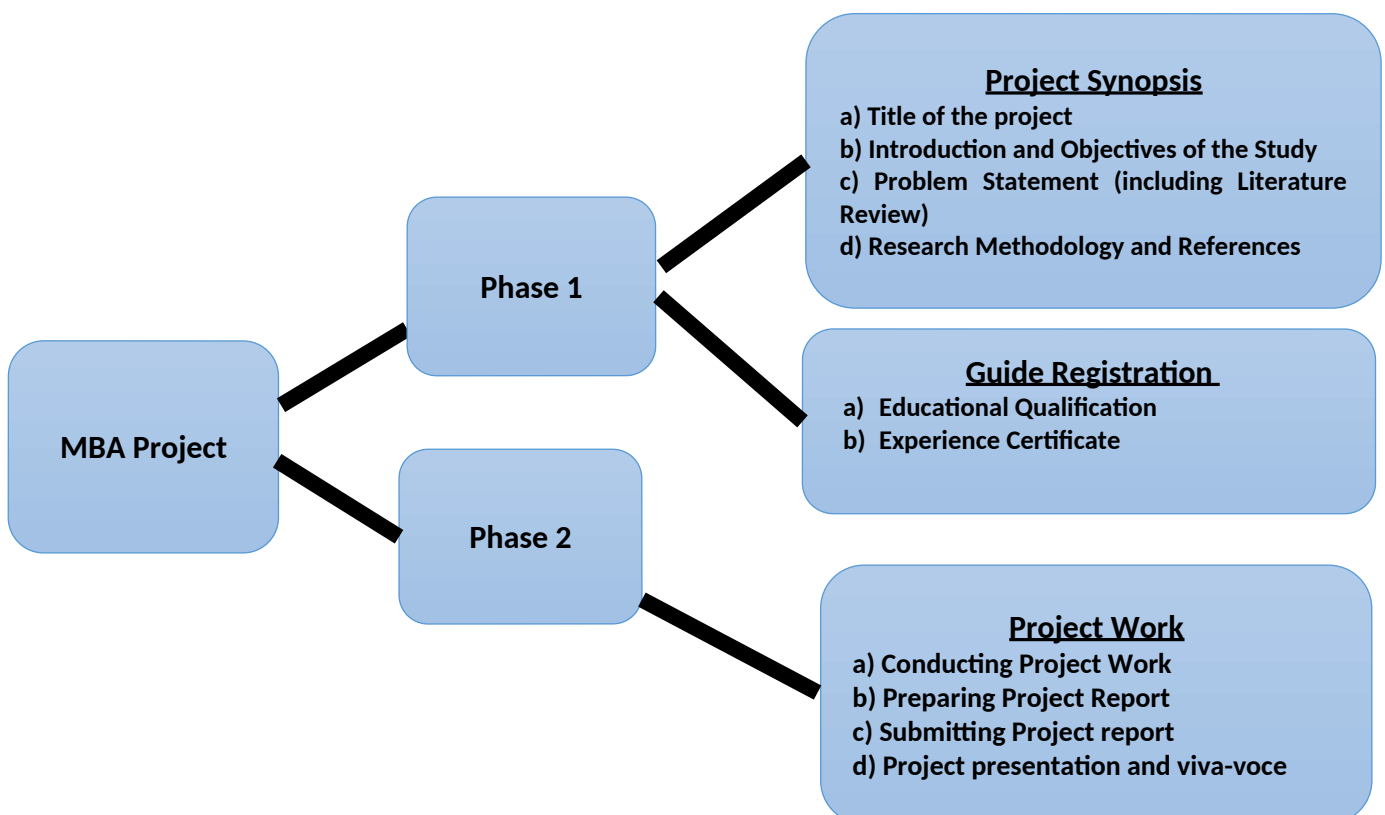
The course titled “Project” has ___ credits. The purpose of including project in BBA Programme is to provide students an opportunity to investigate a management problem in a scientific manner. It enables students to apply the conceptual knowledge in a practical situation and to learn the art and science of conducting a study in a systematic way and presenting its findings in the form of report. The students are encouraged to involve themselves completely in the project work starting from project synopsis in the V semester and the project report in the VI (Final) semester. The topic selected for the project should be appropriate to justify BBA project. The project should be genuine and original work of the student and should not be copied from anywhere else.

2. Project

Project consists of two phases.

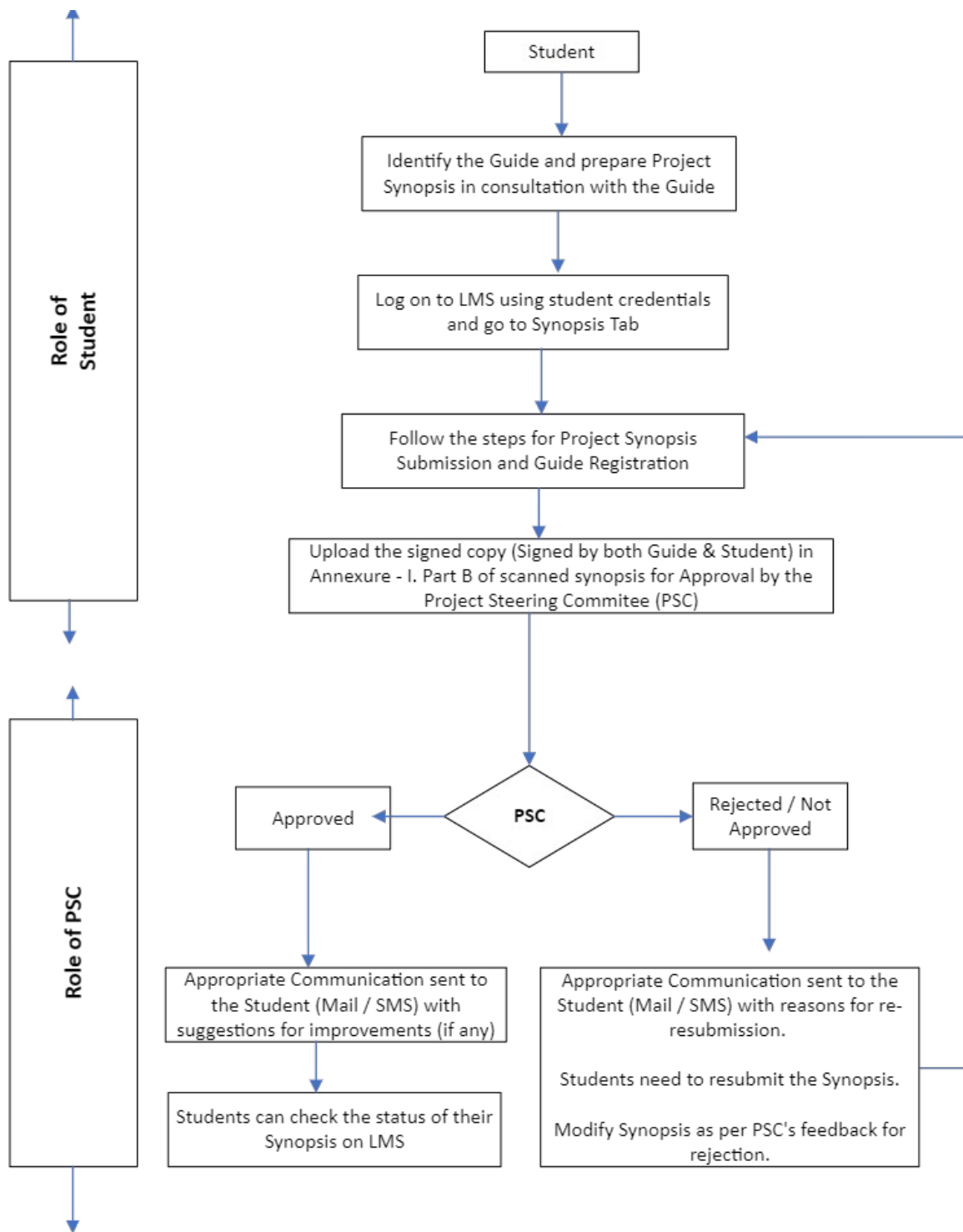
Phase 1: Project Synopsis and Guide Registration

Phase 2: Project Work



2.1 Phase I: Project Synopsis and Guide Registration

Project Synopsis process



2.1.1 Project Synopsis Submission for Approval

The student needs to submit the project synopsis for approval through LMS portal. The project synopsis should be prepared in consultation with the guide and the guide should approve the project synopsis.

2.1.2 Content of Project Synopsis

The project synopsis needs to be prepared keeping in mind the following points.

- a) Title of the project – Maximum 20 words (Refer Section: 2.2.1.1)
- b) Introduction and Objectives of the Study - Maximum 200 words (Refer Section: 2.2.1.2 & 2.2.1.3)
- c) Literature Review and Problem Statement – Maximum 500 words (Refer Section: 2.2.1.4)
- d) Research Methodology and References – Maximum 500 words (Refer Section: 2.2.1.5)

2.1.3 Instructions for Submitting the Project Synopsis

1. Submission of project synopsis is an online process. Project synopsis details and the guide details should be filled in the appropriate sections in the LMS portal.

2. Student can choose a project guide of his/her choice who meets the University criteria, and get the guide registered with the University by submitting the necessary documents of the guide (Guide Registration Form (Annexure II), MBA/equivalent degree's marks sheets, degree certificate and work experience certificate) along with the project synopsis in the format (Provided in LMS portal), which should be manually signed by both the guide and the student.

3. If the project guide is an already approved guide by the University, student may choose “Existing Guide” option. In that case, student must know the guides’ registration number (issued by the University) and contact number of the guide to fill the online form. Student can find the list of approved guides

based on their specialization and location in the LMS portal under 'Approved Guide List'.

4. If the project guide chosen by the student is not registered, then 'New Guide' option has to be chosen and the details of the guide have to be filled in.

5. While entering the new guide detail, if the guide details provided by the student matches with the details of an existing guide in the University database, a message pops up alerting the student. In such case, the student needs to click 'Back' button to select 'Existing Guide option' to proceed.

6. Only in the case of new guide registration, the evidence for guide qualification and experience certificates along with the Guide Registration Form (Annexure II) are to be uploaded on LMS portal, for verification by the University.

7. Student needs to take print of the completed 'Synopsis and Guide Acceptance' document and both - the student and the guide should sign the form.

8. Scanned copy of this printed form is to be uploaded for approval by the Project Steering Committee of the University.

9. Incomplete forms without the signatures will not be processed.

10. File formats supported to upload 'Synopsis and Guide Acceptance form' is in .pdf only.

11. File formats supported to upload 'Guide Registration Form (Annexure II), Guide Qualification and Experience Certificates' are .zip and .rar only.

12. The file size to be uploaded should not exceed 3MB.

13. Multiple submission of project synopsis is not allowed.

14. Student needs to ensure that he/she provides a valid e-mail id and mobile number to receive confirmation message on approval/ re-submission.

15. The submitted project synopsis will be processed by the Project Steering Committee.

16. Synopsis which does not adhere to the guidelines will be rejected and has to be re-submitted for approval again.

17. Possible reasons for synopsis rejection could be

- i. Guide not approved.
- ii. Project synopsis not signed by the guide and or the student.
- iii. Change suggested in title or any other content of synopsis.
- iv. Additional explanation needed.
- v. Scope of work needs to be enhanced.
- vi. Guide details not matching with existing record.

18. If the project synopsis is rejected due to Guide being rejected, the student needs to re-submit both the project synopsis and the guide details.

19. Student can see the status (Not Submitted / Submitted / In-review / Rejected / Graded) of the project synopsis in LMS Login.

20. Through E-mail / Mentor call, it may be informed to the student regarding the status of the submitted synopsis/project.

2.1.4 Project Guide

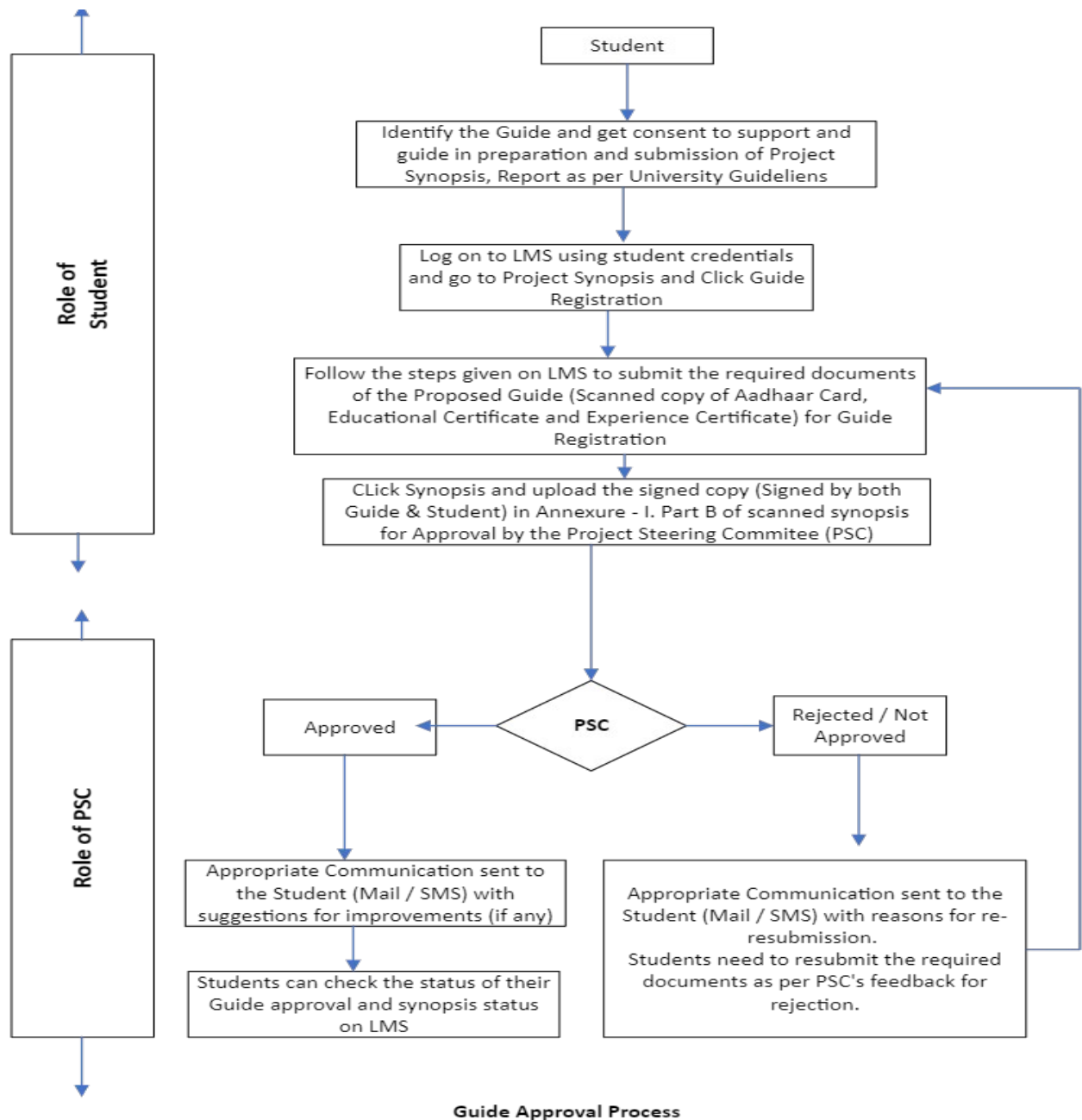
The role of a project guide is highly significant in undertaking project work and producing a quality project report by the students. Project Guide's expertise must lie in the subject domain, counselling, guiding, monitoring, and evaluating the work of the student.

Qualification of a Guide

- Guide should hold at least a post-Graduation degree (MBA) or equivalent in Management with specialization in appropriate area.
- Guide should have a minimum of 3 years of Industry / Teaching experience.
- Guide should have scored at least 55% aggregate marks during Post Graduate Management program.
- MCA and /or M.Tech qualified candidates are eligible to guide students of MBA - IT & FinTech, DS & Analytics specialization students.

Role of a Guide

- Guide is expected to offer suggestions to fine tune the problem identified for the project and in synopsis preparation. The problem identified should be sufficient enough for a study at BBA level.
- Guide has to monitor and review the project work periodically with a minimum of two reviews during the course of the project.
- Guide has to go through the draft project report and offer suggestions wherever necessary and confirm that the project report is submitted as per the prescribed format. Project Guide Approval from the University



Project Guide Approval from the University

- For Guide Registration, scanned copy of the Guide's credentials like MBA mark sheets, degree certificate and work experience certificate and Guide Registration Form (Annexure II) need to be submitted to the University along with the project synopsis.

- A guide can provide his/her details and credentials when approached by a prospective project student who is expected to submit the same to the University.
- A guide is eligible to guide the student only on approval by the Project Steering Committee of the University.

2.1.5 Project Steering Committee (PSC)

To directly monitor and track the projects, Project Steering Committee is set up at the University.

The functions of this committee include:

1. Verifying the submitted documents of proposed guide and complete the Guide Approval process.
2. Coordination and tracking of all project related activities.
3. Evaluating the project synopsis submitted by the student and conveying the result of the same to the student through E-mail and LMS portal.
4. Providing suggestions for improvement.
5. Grading approved synopsis for award of IA marks.

All correspondence regarding projects should be addressed to project.bba@onlinemanipal.com

Please mention your Registration Number in all communications.

2.1.6 Steps for Project Synopsis Submission and Guide Registration

Step 1: Open LMS portal (URL:) and login using your user-id and password.

Step 2: Click on 'Project Synopsis'

Step 3: The following screen will appear

(i) Read the Guidelines carefully before filling the online form.

(ii) Select the checkbox ("I have read the instructions mentioned above") and click

on “Confirm and Continue” button.

Step 4: The following screen will appear:

In the screen below:

1. Student’s details will appear (like name, roll number, name of the program, etc)
2. Enter the Title of the project
3. Enter Introduction and Objectives of the Study (The tab on the portal shows the title as ‘Objectives of the project’)
4. Enter Literature Review and Problem Statement (The tab on the portal shows the title as ‘Problem Statement’)
5. Enter Research Methodology and References (The tab on the portal shows the title as ‘Research Methodology’). On entering all the details, click on “Next”

Step 5: In the next screen you will have to enter the Guide details:

- A) If you are selecting a new guide, then select “New Guide” and fill the Guide details and Click on ‘Save’.
- B) If you are selecting the registered guide, then select “Existing Guide” and then mention the “Guide Registration Number” and “Mobile Phone Number” and Click on “Validate Guide Number”. The guide details will appear on the screen. Click on “Save” button.

The screen will appear as shown below:

Step 6: Once you click on “Save”, a message will be displayed as shown below:

Step 7: Next, Click on “Print” Button. A new screen which displays the synopsis will appear.

Step 8: Next:

- (a) Take print out of the synopsis by clicking “Print” button
- (b) Take signature of your guide on the synopsis form in the space provided.
- (c) Sign on the space provided (for student)

(d) Scan this printed and signed synopsis form

Step 9: Click on “Upload Synopsis”

Step 10: The following screen will appear:

(a) Upload the synopsis form (which was printed, signed and scanned) by clicking the first ‘Browse’ button

(b) Next, if the guide is new guide, upload the scanned copy of ‘Guide Qualification and Experience Certificates’ along with Guide Registration Form (Annexure II) in .zip folder by clicking the second ‘Browse’ button as shown in the above screenshot.

(c) Next, Click on the “Submit” button as shown below.

Step 11: Once the submit button is clicked, you will get a message stating that the synopsis is successfully submitted for approval.

Step 12:

(i) Once submitted, Project Steering Committee will review your Guide’s details. Synopsis will be reviewed only after guide is approved.

(ii) If your synopsis is accepted by Project Steering Committee, you will get the approval mail and you can start your project work.

Step 13: If your synopsis is rejected by Project Steering Committee, you will be requested to re-submit your synopsis again. Click on “re-submit project synopsis” to re-submit.

2.1.7 Do’s & Don’ts for preparing project synopsis

I) Do’s

1. Use SMART (Specific, Measurable, Achievable, Realistic, Timely) project objectives.
2. Select an appropriate topic and title related to your specialization.

II) Don’ts

- a. Don’t use past tense except under literature review.
- b. Do not formulate more than 5 objectives.

III) Other points to remember

1. Refer sample list of project topics under 2.7 to get an idea of areas to work. Ensure that you do not submit plagiarised content for synopsis approval.
2. Choose a Guide who has at least 3 years of teaching and/or industrial experience and has a requisite degree in your specialization and has secured at least 55% aggregate.
3. Get your Guide registered by uploading his/her credentials on link.
4. Get your synopsis approved by your Guide and upload the same on the portal.
5. Not more than one student is permitted to work on the same project. If the title is almost identical, the content of the project must be different.
6. Students should start the project work only after receiving the approval of Synopsis and Guide from the University. Any enquiries regarding projects can be sent to connect (please mark subject as BBA Project Request for.....).

IV) Some Reasons for Rejection of Project Synopsis

1. Student declaration and guide acceptance form has not been signed by the student and the guide respectively.
2. Technical issues preventing the university from downloading the synopsis document you have attached.
3. Inappropriate project title and/or objectives and/ or problem statement and/or research methodology.
4. Plagiarised content in project synopsis.
5. Submitted project synopsis does not pertain to the specialisation you have chosen.
6. Synopsis is not uploaded in the format prescribed by the university (Refer Annexure I and II given at the end of this document).
7. Research methodology does not specify how you will find solutions to your problem statement and the objectives of the study.

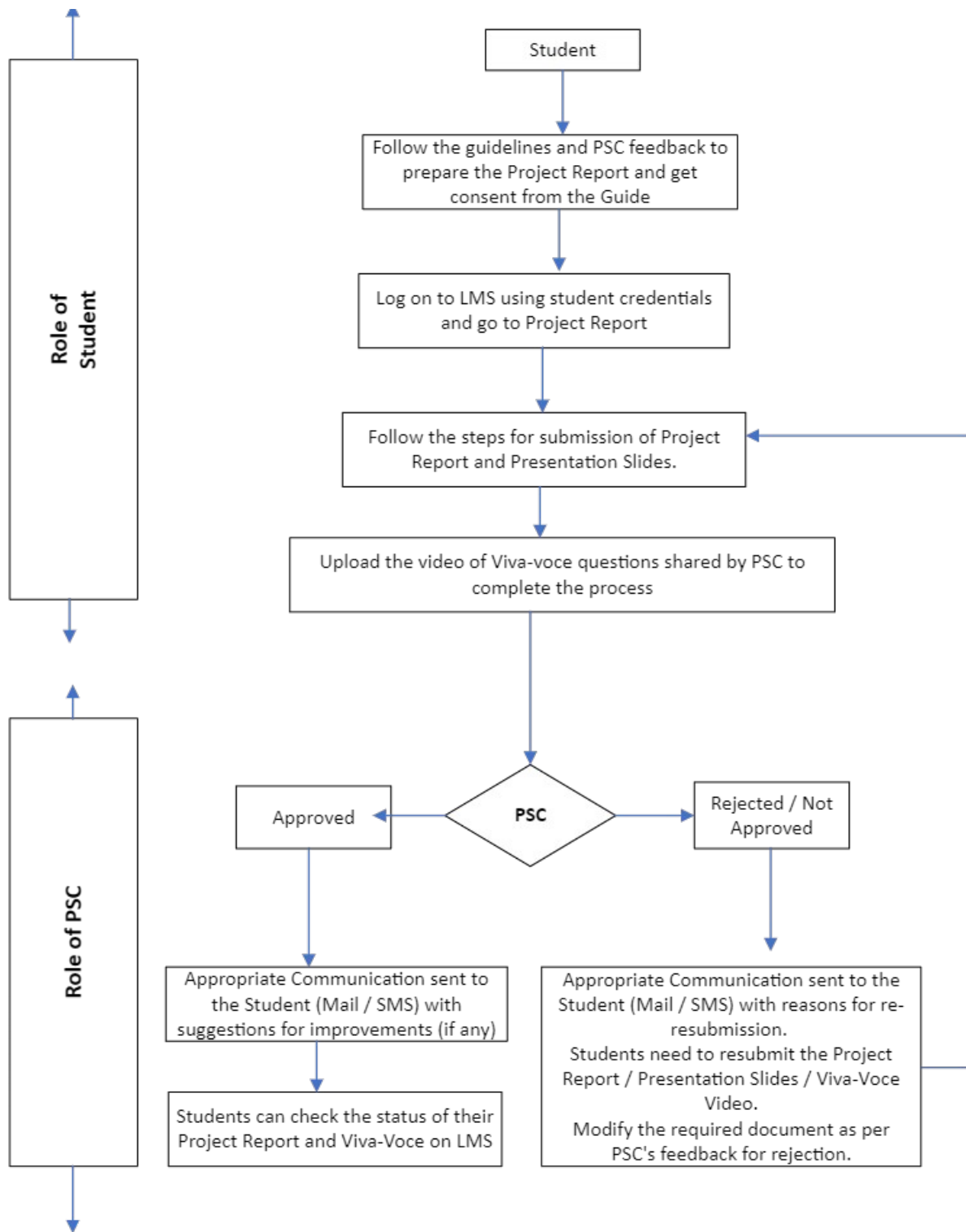
8. Pasting the images of the guide and student signatures in the student declaration and guide acceptance form.
9. Guide does not have requisite degree and minimum 3 years of work experience.

2.1.8 Templates of the Project Synopsis & Guide Registration

1. Submission of Project Synopsis and Guide Acceptance Form (Refer Annexure I).
2. Project Guide Registration Form (Refer Annexure II).

2.2 Phase 2: Project Work

Project Report and Viva-Voce process



Project Report Submission and Viva-Voce Process

As project work is an important part of BBA course curriculum, it has been marked ____ credits. The following guidelines need to be followed for BBA projects.

1. The project must be a live project either done at the place of work or some other organisation.
2. The project must be related to the specialisation pursued.
3. The title selected should be coherent with the stream of study or specialisation.
4. A list of suggested topics is provided at the page no. However, the student and the guide have the freedom to identify an appropriate topic.
5. The project title should be specific and focussed towards the objectives of the project.
6. Project work should be undertaken on the same topic that has been approved by PSC.

2.2.1 Components of Project Report

These guidelines will provide the information for developing a project report. The components of Project Report are:

- ❖ Title of the Project
- ❖ Introduction of the Study
- ❖ Objective(s) of the Study
- ❖ Literature Review
- ❖ Research Methodology
- ❖ Research Hypotheses
- ❖ Research Model
- ❖ Research Plan
- ❖ Sampling Plan
- ❖ Research Procedure
- ❖ Data analysis & Interpretation
- ❖ Results & Discussions
- ❖ Suggestions/Recommendations
- ❖ Limitations and Scope of Future Research
- ❖ Conclusion
- ❖ Bibliography

2.2.1.1 Title of the Project

The primary function of a title is to provide a clear heading for the project. Title of synopsis should focus on the research area and the place or the company name. A good title for research is typically around 10 to 12 words long. To decide on the title, you should first choose a topic. To choose the project topic: Write down the specialisation you have chosen in your BBA programme. For example, General Management.

1) Next, list some of your favourite topics under this specialisation. You can choose any topic under this specialisation. For example, let us say you have listed Marketing Management Financial Management Human Resources Management

NOTE: You are required to carry out project in the area of your specialization. For example, if your specialization is Retail Management, you are required to carry out your project in Retail companies. You have freedom to choose topic from HR, Operations, Quality, Finance, Marketing or any other subject that you have studied in previous semesters. However, irrespective of the areas in which you are interested, project should be relevant to Retail domain and should be carried out in Retail companies. If your project is outside your specialization, your project is liable to be rejected. Hence, we urge you to choose topic from your area of BBA specialization to avoid rejection.

2) Among the above, choose one topic that you think you can conduct research on. Let us say you finalise “Marketing Management”.

3) The topic “Marketing Management” is broad in scope because it leaves certain questions unanswered like-what exactly will you research in this topic and where you will conduct/undertake the research? For example, are you interested in finding buying behaviour related to FMCG, Retail or Service Industry.

4) Next, read a few research papers and books to find the kind of research that has been conducted in your area of interest and note down the gaps in the research conducted or future research suggested in this area. For example, you may read on “How buying behaviour is measured in retail sector” in other parts of the world and find that such a study has not been conducted in India. So you may decide to conduct a study on “Study on buying behaviour with reference to fashion retail in India”. Other topics that you may shortlist could

be “Marketing strategies of automobile companies”, or “Effective market research techniques for manufacturing automobiles”. These project topics tell us exactly what type of project you wish to undertake. Please ensure that the topic you have chosen has not already been worked on. You will be able to know this through Literature Review.

5) Finalise the project topic by finding which of the projects is the most doable. Ask yourself these questions: Can you complete the project within the time stipulated by us? Where will you conduct the research? What sort of data will you need for the project? Can you find the data to complete the project? Do you have the necessary tools for analysing the data?

For example, you might feel that topic “Effective market research techniques for manufacturing automobiles” is the most doable as you have some contacts in some automobile manufacturing companies. You may feel that you can gather the information on the inventory practices the companies follow. You may think of collecting data on the market research techniques that the manufacturers of automobiles apply-how they categorise it.

To analyse the data, you may use software tools like Microsoft excel or SPSS. Once all of these questions are answered, you may finalize on a project title.

Tips to write a good project title

Tip 1: Avoid using subject names: The title for a project in marketing cannot be simply ‘Marketing Management’. Such titles are considered as broad and vague. It should be a study in the field of marketing in a specific company or place or product.

Examples of vague titles:

- Customer Relationship Management
- Marketing Management
- Rural Marketing

Examples of acceptable titles:

- A study on the functioning of the customer relations department in XYZ Company

- A study on the influence of social media marketing on the perception of consumers of jams/soaps/apparel/tea.

Tip 2: Don't choose an interrogative title: The title should not be in a question form. It should be a simple statement.

Example of incorrect title:

- What is the cash flow analysis of XYZ Company with respect to ABC Company?

Example of a correct title

- Comparative study of cash flow analysis between XYZ Company and ABC Company

Tip 3: Don't use negative in titles: The title should not contain a negative statement about any product, brand, company or entity.

Examples of incorrect title:

- Why don't consumers like products of XYZ Company?
- Reasons for consumers not liking products of XYZ Company.

Example of a correct title:

- Consumer preferences towards the XYZ Company/product

2.2.1.2 Introduction

Introduction in the synopsis can include the following:

A. A brief overview of the topic, mentioning, why you wish to undertake this project. You may also include a brief literature review. You can explain the current situation in which the issues/gaps/practices/alternatives exist i.e. the problem statement.

B. Problem in one or two sentences by stating the main focus area of your study.

C. Need/purpose of the study i.e. why are you conducting this study?

D. Importance/perceived benefits of researching the problem and the scope of your study.

2.2.1.3 Objectives of the Study

The next step is to list down the objectives of your study, which you wish to fulfil. SLM on Research Methodology, DBB2103 mentions that, the problem statement has to be broken down into tasks or objectives that need to be met in order to answer the research question. It also mentions, “This section makes active use of verbs such as ‘to find out’, ‘to determine’, ‘to establish’, and ‘to measure’ so as to spell out the objectives of the study. In certain cases, the main objectives of the study might need to be broken down into sub-objectives which clearly state the tasks to be accomplished.”

Tips to write good project objectives

Tip 1: Project objectives should be SMART-Specific, Measurable, Achievable, Realistic and Timely. It should focus on what you intend to do in the project. Objectives are usually headed by infinitive verbs such as:

1. To identify
2. To establish
3. To describe
4. To determine
5. To estimate
6. To develop
7. To compare
8. To analyse
9. To collect

Let’s say the project title is, “A study on the influence of social media marketing on perception of consumers”.

Example of incorrect objectives:

1. Management - It enables the enterprise to provide correct strategy on social marketing
2. Is more interested in total turnover because of social marketing
3. Consumers are willing to incorporate more of social marketing

Example of correct objectives:

To analyse the influence of social media on buying behaviour of consumers

To identify brands that have effectively used social media to attract consumer Perceptions

To study the social media usage pattern among various age groups

To measure the effect of social media on the consumer perceptions and attitudes towards brand.

Tip 2: It is ideal to list between 3-5 objectives.

2.2.1.4 Literature Review

A literature review is an account of what has been published on a topic by accredited scholars and researchers. A literature review surveys scholarly articles, books and other sources (e.g. dissertations, conference proceedings) relevant to a particular issue, area of research, or theory, providing a description, summary, and critical evaluation of each work. The purpose is to offer an overview of significant literature published on a topic.

Literature reviews should comprise the following elements:

- An overview of the subject, issue or theory under consideration, along with the objectives of the literature review
- Division of works under review into categories (e.g. those in support of a particular position, those against, and those offering alternative theses entirely)
- Explanation of how each work is similar to and how it varies from the others
- Conclusions as to which pieces are best considered in their argument, are most convincing of their opinions, and make the greatest contribution to the understanding and development of their area of research

2.2.1.5 Research Methodology

It refers to the procedures used in making systematic observations or otherwise obtaining data, evidence, or information as part of a research project or study. In the research methodology section of project, you need to describe how you will proceed to research the problem stated and achieve the

objectives formulated. It includes research hypothesis, research model, research design, sampling design and research procedure.

1) Research Hypothesis: It is the assumption for your project work. A research hypothesis is the statement created by researchers when they speculate upon the outcome of a research or experiment.

2) Research Model: When selecting the research method it is usually advisable to consider whether you can base your work on an earlier theoretical model. Sometimes a model, even a preliminary one, can help your work decisively, and in such a case it will also affect the logical process of analysis. It is a diagrammatic representation of the variables selected in the research to study.

3) Research Plan: It includes research design and data collection methods. Consider the objectives of the study and decide which type of research design you will use i.e. Exploratory, Descriptive or Causal. Next, decide what type of data you will need to realise every objective of your study. Mention if you will collect primary and/or secondary data, and if it is qualitative or quantitative in nature. Mention how you will collect the data (the sources of data). For example, primary data for a study may be collected through observations and questionnaire. If you are using secondary data, mention if the sources are external or internal and their type. Ex: Industry reports or annual report of the company.

4) Sample Plan: It includes sampling design, sample location, sampling frame, sampling unit and sample size. When you collect any sort of data, especially quantitative data, whether observational, through surveys or from secondary data, you need to decide which data to collect and from whom. This is called the sample. A sample is a subset of the population being studied. It represents the larger population and is used to draw inferences about that population.

A. Population: Population is a complete set of elements (persons or objects) that possess some common characteristics defined by the sampling criteria established by the researcher. For example, if a study is about "Quality of education among professionals in XYZ Company", the population of this study will be those employees of XYZ Company having professional qualification.

B. Sampling Frame: "Sampling frame comprises all the elements of a population with proper identification that is available to us for selection at any stage of sampling". For example,

in the above case, sampling frame will be all the employees having professional qualification in XYZ Company.

C. Sampling Unit: Every single unit or object inside the sampling frame is regarded as sampling unit. For example, each employee of sampling frame will be a sampling unit.

D. Sample Size: A sample size is a component of population which is cautiously selected to signify the population. The most commonly used approach for determining the size of sample is the confidence interval approach covered under inferential statistics.

E. Sampling Design: It is a method of selecting a suitable sample for the purpose of determining the characteristics of the whole population. There are two types of sampling design Non-probability Sampling Techniques and Probability Sampling Techniques. There are various sub techniques under each. You may choose the method that best suits your project. For example, in the above case, convenience sampling can be used to select the sample.

5) Research Procedure: It includes the detailed procedure of your research work conducted along with the time frame of research. It also includes the statistical techniques which are expected to be used for the purpose of data analysis. For example, chi-square test, t-test, z-test, Factor Analysis, Multiple Regression Analysis etc.

2.2.1.6 Data Analysis & Interpretation: Use various charts /diagrams /Statistical tools for analysis of data collected through Primary/Secondary sources of Information.

2.2.1.7 Results & Discussion: Student should discuss the results obtained after interpreting

the data analysis, comparing with the existing literature.

2.2.1.8 Suggestions/Recommendations: On the basis of findings and results of the research work, suggestions/recommendations can be drawn.

2.2.1.9 Limitations and Scope of Future Research: Student must mention the problems faced by them during conducting the research work. There is always a room for improvement, hence, student must also mention the scope of research, which can be conducted in future with respect to the current research.

2.2.1.10 Conclusion. This is the overall summary of the report.

2.2.1.11 Bibliography: You may follow APA style to cite references. It includes the list of all those sources you looked at i.e., all those books, articles, website, and so on, you cited in your text and also those ones you consulted but didn't actually cite in your text.

2.3 Executive Summary

The executive summary should be of 500 words and besides being a part of the project report, a copy of the executive summary should also be submitted separately. It should be typed in 1.5 line spacing, font style-Times New Roman and font size-12. The following are the components of the summary.

- ✓ Title
- ✓ Objectives of the Study
- ✓ Research Methodology
- ✓ Major findings / outcome of the study
- ✓ Suggestions

2.4 Project Evaluation

Evaluation Pattern for the project is based on the following categories:

- ✓ Synopsis (30% - IA-Internal Assessment),
- ✓ Executive Summary / Abstract, Project report, presentation and viva voce (70% - TEE-Term-End-Examination).

2.5 Project Viva Voce / Presentation

The Soft copy of the final project report, executive summary and the power point presentation should be uploaded on LMS within the timeline stipulated by the University. Viva will be conducted as per the schedule given by the Office of Student Evaluation. The student should record viva-voce and upload on LMS. The project work terminates with the viva voce / presentation.

2.6 Title Pages of the Project Report

1. Cover page and Title page (Refer Annexure III)
2. Acknowledgement
3. Bonafide certificate (Refer Annexure IV)
4. Declaration by the student (Refer Annexure V)
5. Executive Summary
6. List of Tables
7. List of Figures
8. List of Symbols and Abbreviations
9. Table of Contents (Refer to section 2.2.1)

Annexure, if any

➤ Acknowledgement

Acknowledgment is the regards given to the people and organisation who have helped the student completing the project undertaken.

List of Tables

- By the word 'Table', mean tabulated numerical data in the body of the project report as well as in the appendices (if any). All other non-verbal materials used in the body of the project work and appendices such as charts, graphs, maps, photographs and diagrams may be designated as figures.
- The same name should be given for the tables as they exactly appear in the text.

List of Tables

Table no.	Title	Page

List of Figures

The same name should be given for the figures as they exactly appear in the text.

List of Figures

Figure no.	Title	Page

- List of Symbols and Abbreviations 1.5 line spacing should be adopted for typing the matter under this head. Standard symbols, abbreviations etc. should be used.

List of Symbols

Table No.	Symbol	Nomenclature & Meaning

List of Abbreviations

Sl. No.	Abbreviated Name	Full	Page no.

- Table of contents:

It is the list of all the contents of the report. A specimen is shown below.

Chapter no.	Title	Page no.
1	Introduction	
	1.1 Detail	1

	1.2 Detail	5
	1.3 Detail	10
2	Literature Review	
	2.1 Detail	14
	2.2 Detail	21

- Chapters The main text will be divided into several chapters and each chapter can be further divided into several divisions and sub-divisions. Each chapter should be given a relevant title. Tables and figures in a chapter should be placed in the position with respect to the reference where they are cited. The same name should be given for the table as they exactly appear in the text above the table. The caption of the table must be present above the table. 1.5 line spacing should be adopted for typing the matter under this head.

Table 1

Field 1	Field 2	Field 3	Field 4	Field 5	Field 6

The same name should be given for the figure as they exactly appear in the text below the figure. The caption of the figure must be present below the figure. 1.5 line spacing should be adopted for typing the matter under this head.

Headers and Footers should be used sparingly. The title of the project must be on the left side of the header and chapter name must be on the right side of the headers. Page numbers are to be placed on the right side of the footer. They should be typed single space and placed directly underneath in the very same page, which refers to the material they annotate.

- Questionnaire/Balance sheets/Reports used in the study may be included as Annexure.
- Instructions The text in the printed copies must be in black colour. 1.5 line spacing should be used for typing the general text. The general text

ANNEXURE I

SUBMISSION OF PROJECT SYNOPSIS AND GUIDE ACCEPTANCE FORM

(To be submitted to the Project Steering Committee)

PART A: Synopsis Registration

I. Student Details:

1. Name of the Program:
2. Name of the Student:
3. Roll Number:
4. Session & Year:
5. Elective:

II. Project Details

6. Title of the Project:
7. Introduction and Review of Literature: (Not more than 500 words)
8. Objectives of the Study: (Not more than 200 words)
9. Research Methodology and References: (Not more than 500 words)

III. Guide Details:

10. Name of Proposed Guide:
11. Guide Registration No. (If available):
12. Designation:
13. Affiliation:

- 14. Qualification:
- 15. Total Experience:
- 16. Communication Address:
- 17. Contact No.:
- 18. E-mail ID:

PART - B: Guide Acceptance

I, Dr./Mr./Mrs. _____ with working as hereby confirm my willingness to guide Mr./ Ms. Reg No. _____ for the topic (title of the project) during the period _____ (month/year) to (month/year).

Place:

Date:
Guide)

(Signature of the

(Note: A Guide needs to get registered with the University if he/ she is guiding a MUJDOE project for the first time. Guide Registration form can be downloaded from the LMS portal)

DECLARATION

I hereby declare that this project synopsis is an original work carried by me and has not been/will not be submitted to any other University for fulfilment of any course of study.

Place:

Date:

(*Filled in application forms to be signed by both student and the Guide. Forms must be scanned in either .pdf/.doc format and submitted through the LMS student's Login. For uploading, please refer section 2.1.5 of this document)

nature of the Student) (Sig

ANNEXURE II

PROJECT GUIDE REGISTRATION FORM

(To be submitted to the Project Steering Committee)

1. Name:

2. Date of Birth:

3. Present Employer:
Photo

Affix Your Latest

4. Designation:

5. Contact Details:

i) Residential Address:

ii) Office Address:

iii) All communications to be sent to: Residential/ Official address (tick anyone)

iv) Contact No.:

v) E-mail id:

10. Education Qualification (start with highest qualification): (Please attach photocopies of degree certificates)

S. No.	Name of the Degree	Specialization	Year of Passing	Institution/University	Class Obtained

11. Area of Specialization/Interest:

12. Total yrs. of Experience: (Please attach photocopies of Experience letters)

S.No.	Name of the organization	Designation	From	To

I hereby declare that the information provided by me is true. I agree with the rules and regulations given by the University.

Signature (Proposed Guide)

(FOR OFFICE USE)

Following details have been verified

Sl. No		Yes	No
1	Qualification		
2	Experience		
3	PAN Card (in case of Domestic Guide)		
4	Passport (in case of Foreign Guide)		
5	Approved for Department / Specialization		

Signature

**(Faculty in-charge)
Committee)**

Signature

(Project Steering

(Note: Filled in Registration forms must be scanned in either .pdf / .doc format and submitted along with credentials (Scanned copy of Degree Certificates, PAN Card (for Domestic Guide), Passport (for Foreign Guide) and Experience Certificates of the proposed guide) on LMS portal- link).

ANNEXURE- III

<TITLE OF PROJECT REPORT>

*Project Report Submitted in Partial
fulfilment of the requirement for the*

award of Degree of

BACHELOR OF BUSINESS

ADMINISTRATION (BBA)

Submitted by

<Student's Name>

Reg No: _____

Under the guidance of

<Guide's Name>

Guide Reg No:

**MANIPAL UNIVERSITY JAIPUR (MUJ)
DIRECTORATE OF ONLINE EDUCATION**

<MONTH> & <YEAR>

ANNEXURE - IV

BONAFIDE CERTIFICATE

Certified that this project report titled” is the bonafide work of “.....<NAME OF THE CANDIDATE>.....” who carried out the project work under my supervision in the partial fulfilment of the requirements for the award of the BBA degree.

SIGNATURE

Name of the Guide

Guide Registration Number

ANNEXURE - V

DECLARATION BY THE STUDENT

I bearing Reg. No..... hereby declare that this project report entitled (Title) has been prepared by me towards the partial fulfilment of the requirement for the award of the Bachelor of Business Administration (BBA) Degree under the guidance of.....

I also declare that this project report is my original work and has not been previously submitted for the award of any Degree, Diploma, Fellowship, or other similar titles.

Place:

(Name (in capitals) and signature of candidate)

Date:

Reg. No.