

**Chanderprabhu Jain College of Higher Studies
&
School of Law**

An ISO 9001:2015 Certified Quality Institute
(Recognized by Govt. of NCT of Delhi, Affiliated to GGS Indraprastha University, Delhi)

No. CPJCHS/2023/189

06-April-2023

NOTICE

Minor Project Report BBA - II Semester

All students of BBA- II Semester are required to submit their Minor Project Report-I in Hard Copy (Spiral Bound) to their respective Mentor's (Mentor List Attached) as per below mentioned schedule:

S. No.	PARTICULARS	DEADLINE
1.	Submission of Project Titles	10 th April, 2023
2.	Progress Work: Review 1	25 th April, 2023
3.	Progress Work: Review 2	10 th May, 2023
4.	Submission of Final Report	20 th May, 2023
5.	Minor Project VIVA	Shall Conduct in Internal Examination

You are also required to prepare a PPT of the Minor Project Report and Hard Bound as per Guidelines Attached herewith, for the submission in External Project VIVA, which will be declared by the GGSIPU.

Kindly Note: You all are required to strictly follow the Guidelines for the Preparation of the Project Report.

For any query, kindly contact your Mentor.

Sd/-
Dean-MCIT

Sd/-
Director

Annexure(s):

1. Mentor List
2. Guidelines for Minor Project Report

CC:

- Director General – for kind information
- PC BBA/ Mentors/Class Coordinators of BBA II Semester
- In charge – Social Media with the request to upload the Notice on Social media platform & College website

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Annexure-1

Batch: 2022-2023
Mentor & Mentees List of Minor Project Report
Class: BBA - II Semester

S. No.	Enrollment No.	Student Name	Mentor Name
1	00121501722	Saksham Jain	Mr. Prabhat Thakur (M. 9910231861) prabhat@cpj.edu.in
2	00221501722	Shivani	
3	00321501722	Yash Bhardwaj	
4	00421501722	Vivek Kumar Kamat	
5	00521501722	Himanshu Balayan	
6	00621501722	Ronak Aggarwal	
7	00721501722	Harshdeep Singh Virdi	
8	00821501722	Prashant Jha	
9	00921501722	Harsh	
10	01021501722	Yash	
11	01121501722	Rishabh Jain	
12	01221501722	Rajni	
13	01321501722	Mukul Jain	
14	01421501722	Yamini	
15	01521501722	Sourav Gulliya	
16	01621501722	Ansh Kumar	
17	01721501722	Nikhil Arora	
18	01821501722	Tushar Pal	
19	01921501722	Yash	
20	02021501722	Chandani	
21	02121501722	Mehak Jain	
22	02221501722	Rishabh	
23	02321501722	Aayush Gupta	
24	02421501722	Rakshit Sehrawat	
25	02521501722	Vishwanath Singh	
26	02621501722	Shivam	
27	02721501722	Chavi Sharma	
28	02821501722	Ramdhan Verma	
29	02921501722	Kasak Duggal	
30	03021501722	Aagam Jain	
31	03121501722	Astha Bansal	
32	03221501722	Khushi Mishra	
33	03321501722	Aakash Pareek	
34	03421501722	Aditya Singh	
35	03521501722	Chriswin Sabu	
36	03621501722	Dhruv	

Campus: Plot No. OCF, Sector A-8, Narela, Delhi-110040

Ph: 91-11-27284333 / 34. Toll Free No. : 1800117677. Website: www.cpj.edu.in. E-mail: cpj.chs@gmail.com

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37	03721501722	Manas Sharma
38	03821501722	Khyati
39	03921501722	Muskan
40	04021501722	Bharti
41	04121501722	Aman Jha
42	04221501722	Shiv Kumar
43	04321501722	Raghav Chugh
44	04421501722	Sajid Ansari
45	04521501722	Gautam Chawla
46	04621501722	Yagyam Dembla
47	04721501722	Kushagra Pandey
48	04821501722	Manu Pratap Singh
49	04921501722	Keshav Goel
50	05021501722	Mehak
51	05121501722	Gautam Thevar
52	05221501722	Ashutosh
53	05321501722	Vanshika Garg
54	05421501722	Atul Yadav
55	05521501722	Deepanshu Prajapati
56	05621501722	Manish Kumar
57	05721501722	Mudit Sharma
58	80121501722	Harshit Kwatra
59	80221501722	Anya Sharma
60	80321501722	Prabhakar Kumar Arya
61	80421501722	Tarun Gupta
62	80521501722	Fardeen Khan
63	80621501722	Archi Pandey
64	80721501722	Ayush Garg
66	70124201722	Manya Sinha
67	70224201722	Abhay Chauhan
68	70324201722	Surbhi Singh

Mr. Sunil
(M. 9654167847)
sunil@cpj.edu.in

Sd/-
Director

**GUIDELINES FOR PREPARATION OF MINOR PROJECT
REPORT FOR BBA - II SEMESTER**

INSTRUCTIONS FOR PREPARATION OF THE MINOR PROJECT REPORT

Students are required to follow the mentioned pattern in preparing the Minor Project:

Format of the report:

1. Title page
2. Declaration/ Supervisor Certificate
3. Acknowledgement
4. Table of Contents
5. Chapter Plan: Chapter I: Introduction
 - About Topic
 - Objectives of the StudyChapter II: Review of Literature
 - Why did you choose this topic?
Reasons for choosing the topicChapter III: Research Methodology
 - Research Design
 - Methodology used for Data Collection
 - Statistical Techniques used in ProjectChapter IV: Analysis & Interpretation
Findings and Suggestions
Chapter V: Summary & Conclusion

Format for Bibliography

Books

Pandey, I.M.; Financial Management, Vikas Publishers, New Delhi; 2011.

Articles

Gupta, K; Durables: On a Fast Track; Harvard Business Review, No. 11; Vol. 8; pp 47.

Websites:

www.researchgate.net

Annexure:

Questionnaire (if applicable)

1. ARRANGEMENT OF CONTENTS:

The sequence in which the Minor Project Report material should be arranged and bound should be as follows:

1. Title Page
2. Declaration / Supervisor Certificate
3. Acknowledgement
4. Table of Contents
5. Chapter Plan:

Chapter I: Introduction

Chapter II: Review of Literature

Chapter III: Research Methodology

Chapter IV: Analysis and Interpretation

Chapter V: Summary & Conclusion

6. List of Tables
7. List of Figures
8. List of Symbols, Abbreviations and Nomenclature
9. Appendices
10. References

The table and figures shall be introduced in the appropriate places.

2. PAGE DIMENSION AND BINDING SPECIFICATIONS:

The dimension of the project report should be in A4 size. Minor Project Report should be bound using flexible cover of the thick white art paper. The cover should be **printed in black letters** and the text for printing should be identical.

3. PREPARATION FORMAT:

3.1 Cover Page & Title Page – A specimen copy of the Cover page & Title page of the Minor Project Report are given in **Appendix 1**.

3.2 Declaration / Supervisor Certificate – A specimen copy of the Cover page & Title page of the project report are given in **Appendix 2**.

3.3 Acknowledgement:

3.4 Abstract – Abstract should be one page synopsis of the project report typed double line spacing, Font Style Times New Roman and Font Size 12.

3.5 Table of Contents – The table of contents should list all material following it as well as any material which precedes it. The title page and Bonafide Certificate will not find a place among the items listed in the Table of Contents but the page numbers of which are in lower case Roman letters. One and a half spacing should be adopted for typing the matter under this head. A specimen copy of the Table of Contents of the project report is given in **Appendix 5**.

3.6 List of Tables – The list should use exactly the same captions as they appear above the tables in the text. One and a half spacing should be adopted for typing the matter under this head.

3.7 List of Figures – The list should use exactly the same captions as they appear below the figures in the text. One and a half spacing should be adopted for typing the matter under this head.

3.8 List of Symbols, Abbreviations and Nomenclature – One and a half spacing should be adopted or typing the matter under this head. Standard symbols, abbreviations etc. should be used.

3.9 Chapters – The chapters may be broadly divided into 5 parts (i) **Introductory Chapter** (ii) **Review of Literature** (iii) **Research Methodology** (iv) **Analysis & Interpretation** (v) **Summary & Conclusion**

The main text will be divided into several chapters and each chapter may be further divided into several divisions and sub-divisions.

- Each chapter should be given an appropriate title.

- Tables and figures in a chapter should be placed in the immediate vicinity of the reference where they are cited.
- Footnotes should be used sparingly. They should be typed single space and placed directly underneath in the very same page, which refers to the material they annotate.

3.10 Appendices – Appendices are provided to give supplementary information, which is included in the main text may serve as a distraction and cloud the central theme.

- Appendices should be numbered using Arabic numerals, e.g. Appendix 1, Appendix 2, etc.
- Appendices, Tables and References appearing in appendices should be numbered and referred at appropriate places just as in the case of chapters.
- Appendices shall carry the title of the work reported and the same title shall be made in the contents page also.

3.11 List of References –The listing of references should be typed 4 spaces below the heading “REFERENCES” in alphabetical order in single spacing left – justified. The reference material should be listed in the alphabetical order of the first author. The name of the author/authors should be immediately followed by the year and other details.

A typical illustrative list given below relates to the citation example quoted above.

REFERENCES

1. Aripnammal, S. and Natarajan, S. (2014) „Transport Phenomena of Sm Sel – X Asx”, Pramana – Journal of Physics Vol.42, No.1, pp.421-425.
2. Barnard, R.W. and Kellogg, C. (2020) „Applications of Convolution Operators to Problems in Univalent Function Theory”, Michigan Mach, J., Vol.27, pp.81–94.
3. Shin, K.G. and Mckay, N.D. (2014) „Open Loop Minimum Time Control of Mechanical Manipulations and its Applications”, Proc. Amer. Contr. Conf., San Diego, CA, pp. 1231-1236.

FORMAT FOR BIBLIOGRAPHY

Books

Pandey, I.M; Financial Management, Vikas Publishers, New Delhi; 2011

Articles

Gupta, K; Durables: On a Fast Track; Harvard Business Review, No. 11; Vol. 8; pp 4-7.

Websites:

www.researchgate.net

3.12 Table and figures - By the word Table, is meant tabulated numerical data in the body of the project report as well as in the appendices. 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.

4. TYPING INSTRUCTIONS:

The impression on the typed copies should be black in color.

One and a half spacing should be used for typing the general text. The general text shall be typed in the Font style „Times New Roman“ and Font size 12.

CPJCHS & SOL



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APPENDIX 1

A MINOR PROJECT REPORT

On

**“A Comparative Study of Pepsi and Coca Cola
(Reference to soft drink)”**

**Submitted in the partial fulfillment for the award of Degree of Bachelor in
BBA: 2022-25**

Under The Guidance:

Mr. Kamal Batra

Assistant Professor, CPJCHS

Submitted By:

Sachin Sharma

Enrollment No.

Batch: 2022-25



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APPENDIX 2

DECLARATION

This is to certify that Minor Project Report entitled “.....” which is submitted by me in partial fulfillment of the requirement for the award of degree BBA to GGSIP University, Dwarka, Delhi comprises only my original work and due acknowledgement has been made in the text to all other material used.

Date:

Name and Signature of Student

Approved By:

Name of Subject Teacher/ Supervisor



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APPENDIX 3

CERTIFICATE

This is to certify that Minor Project Report entitled “.....”
which is submitted by.....in partial fulfillment of the requirement
for the award of degree BBA to GGSIP University, Dwarka, Delhi is a record of the
candidate own work carried out by him under my/our supervision

Date:

Supervisor Signature



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APPENDIX 4

ACKNOWLEDGEMENT

I offer my sincere thanks and humble regards to Chanderprabhu Jain College of Higher Studies & School of Law, GGSIP University, New Delhi for imparting us very valuable professional learning in Minor Project Report of BBA.

I pay my gratitude and sincere regards to Mr./Ms.. my project Guide, for imparting his/ her knowledge. I am thankful to him as he has been a constant source of advice, motivation and inspiration. I am also thankful to him for giving his suggestions and encouragement throughout the project work.

I take the opportunity to express my gratitude and thanks to our computer Lab staff and library staff for providing me opportunity to utilize their resources for the completion of the project.

I am also thankful to my family and friends for constantly motivating me to complete the project and providing me an environment which enhanced my knowledge

Student's Signature