

No. CPJCHS/2023/192

06-April-2023

**NOTICE**

**Minor Project Report BBA (CAM) - IV Semester**

All students of BBA(CAM) - IV Semester are required to submit their Minor Project Report-II 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 <sup>th</sup> April, 2023
2.	Progress Work: Review 1	25 <sup>th</sup> April, 2023
3.	Progress Work: Review 2	10 <sup>th</sup> May, 2023
4.	Submission of Final Report	20 <sup>th</sup> May, 2023
5.	Internal Project VIVA	Will be Notified in Internal Examination Date sheet

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.**

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Sd/-  
Director

Annexure(s):

1. Mentor List
2. Guidelines for Minor Project Report-II

CC:

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

**Batch: 2021-2024**

**Mentor & Mentees List of Minor Project Report**

**Class: BBA (CAM) – IV Semester**

S. No.	Enrollment No.	Student Name	Mentor Name
1	00124201921	Lovesh kapoor	Ms. Jyoti (M. 7838770741) Jyoti@cpj.edu.in
2	00224201921	Sahil Jain	
3	00324201921	Shivam Chaurasia	
4	00424201921	Shivang chadha	
5	00524201921	Akshit Nayyar	
6	00624201921	Yashika	
7	00724201921	Dishu	
8	00824201921	Harsh Tyagi	
9	00924201921	Kapil	
10	01024201921	Archit Jain	
11	01124201921	Jiya Sharma	
12	01224201921	Pranjal	
13	01324201921	Ayush sharma	
14	01424201921	Sagar Malhotra	
15	01524201921	Kavya Puri	
16	01624201921	Disha Sharma	
17	01724201921	Ashwani Rana	
18	01824201921	Jateen	
19	01924201921	Akshit Bhatnagar	
20	02024201921	Rohan Babbar	
21	02124201921	Simran Sharma	

**Sd/-  
Director**

**GUIDELINES FOR PREPARATION OF MINOR PROJECT-II**  
**REPORT FOR BBA (CAM) - IV 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](http://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



# Chanderprabhu Jain College of Higher Studies

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## School of Law

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### APPENDIX 1

#### A MINOR PROJECT REPORT

On

**“A Comparative Study Of Scheme Provided by  
Public bank and private bank”**

**Submitted in the partial fulfillment for the award of Degree of Bachelor in**

**BBA (CAM): 2021-24**

**Under The Guidance:**

Ms. Jyoti

Assistant Professor, CPJCHS

**Submitted By:**

Sagar

Enrollment No. ....

Batch: 2021-24



**CHANDERPRABHU JAIN COLLEGE OF HIGHER STUDIES & SCHOOL OF LAW**

**An ISO 9001:2015 Certified Institute (Approved by the Govt of NCT of Delhi**

**Affiliated to Guru Gobind Singh Indraprastha University, Delhi)**

**Plot No OCF Sector A-8, Narela New Delhi - 110040**



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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 (CAM) 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 (CAM) to GGSIP University, Dwarka, Delhi is arecord 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 (CAM).

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**