



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 & Approved by Bar Council of India)

No. CPJCHS/2024/136

13-Feb-2024

NOTICE

Minor Project Report BBA (CAM) - II Semester

All students of BBA(CAM) - 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	25 th February, 2024
2.	Progress Work: Review 1	15 th March, 2024
3.	Progress Work: Review 2	30 th March, 2024
4.	Submission of Final Report	20 th April, 2024
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.

Sd/-
Dean-MCIT

Sd/-
Director

Annexure(s):

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

CC:

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

Batch: 2023-2026

**Mentor & Mentees List of Minor Project Report
Class: BBA (CAM) – II Semester**

S. No.	Enrollment No.	Student Name	Mentor Name
1	00121501923	PRINCE SINGH	<p>Mr. Himanshu Pandey (M. 6395307154) Himanshu.pandey@cpj.edu.in</p>
2	00221501923	ANSHIKA SHARMA	
3	00321501923	SIDDHARTH BHARDWAJ	
4	00421501923	KRISH YADAV	
5	00521501923	TANISHA PANDEY	
6	00621501923	ADITYA KATHURIA	
7	00721501923	ROHAN WADHWA	
8	00821501923	RIDHI CHOPRA	
9	00921501923	BHAVY	
10	01021501923	KABIR ARORA	
11	01121501923	SONAM	
12	35121501923	SURBHI ARORA	
13	35221501923	TUSHAR JAIN	
14	35321501923	YASH KUMAR	
15	70121501923	PRABHPREET KAUR	
16	70221501923	MUSKAN GUPTA	
17	70321501923	SONAKSHI	
18	70421501923	NIRMIT SINGH	
19	70521501923	AKSHITA GUPTA	
20	70621501923	DEEPTI	
21	70721501923	HARSH CHAHAL	
22	70821501923	DEV VISHWAKARMA	
23	70921501923	SUDARSHAN GOEL	
24	71021501923	SHRESHTHA SAHANI	
25	71121501923	AADITYA BHARDWAJ	
26	71221501923	HARSH	
27	71321501923	RAJESH KUMAR OJHA	
28	71421501923	MEHAK	
29	71521501923	YASH JAIN	
30	71621501923	AADITYA SRIVASTAVA	
31	00124201923	PURU BHARDWAJ	
32	35124201923	ADITYA SETHI	
33	35224201923	SHIVANI SAINI	
34	35324201923	GAGAN BHARDWAJ	
35	70124201923	ARYAN SRIVASTAVA	
36	70224201923	SAKSHAM SINHA	

37	70324201923	SHASHANK	
38	70424201923	SANJU	
39	70524201923	SUNAINA	
40	70624201923	SHUBHAM	
41	70724201923	VANSHIKA SHARMA	
42	70824201923	RADHA	
43	70924201923	MUKUL KAPOOR	
44	71024201923	KANU PRIYA	
45	71124201923	PAYAL GUPTA	
46	71224201923	MAULIK JAIN	

**Sd/-
Director**

GUIDELINES FOR PREPARATION OF MINOR PROJECT-I
REPORT FOR BBA (CAM) - 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 Study
 - Chapter II: Review of Literature
 - Why did you choose this topic?
Reasons for choosing the topic
 - Chapter III: Research Methodology
 - Research Design
 - Methodology used for Data Collection
 - Statistical Techniques used in Project
 - Chapter 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.

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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.

APPENDIX 1

A MINOR PROJECT REPORT

On

**“A Comparative Study of Buying Behavior towards
Hyundai & Tata Motors”**

Submitted in the partial fulfillment for the award of Degree of
BBA (CAM) 2023-26

UNDER THE GUIDANCE:

Ms. Rekha Jain

Faculty (Management), CPJCHS

SUBMITTED BY:

Shachi Sharma

Enrollment No.

Batch (2023-26)



CHANDERPRABHU JAIN COLLEGE OF HIGHER STUDIES & SCHOOL OF LAW

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Affiliated to Guru Gobind Singh Indraprastha University, Delhi)Plot

No OCF Sector A-8, Narela New Delhi -40

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

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 a record of
the candidate own work carried out by him under my/our supervision

Date:

Supervisor Signature

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