



| Bachelor of Business Administration (B.B.A.) |       |                          |                                   |                    |     |
|--|-------|--------------------------|-----------------------------------|--------------------|-----|
| Semester                                     | VI    | Course Title             | Internship Training/Field Project | Course Code        |     |
| Type of Course                               | Major | Credit                   | 04                                | Theory             | 00  |
| Practical Hours                              | 120   | Teaching (Guidance)Hours | 04                                | Internal Marks     | 00  |
| External Viva Marks                          | 100   | Total Marks              | 100                               | External Exam Time | --- |

#### COURSE OUTCOMES:

- To apply theoretical knowledge to identify, analyze and propose solutions to real world problems.
- To conduct effective research using appropriate methodology and tools to gather and interpret the data.
- To develop the skills of drafting research report.

The Project Report must be an Original One and Plagiarism rules will be applicable as per University instructions and guidelines. **The Project Report carries 04 credits** and shall be evaluated by the panel of examiners constituted by the University.

Every student shall prepare a report on one of the special topics from the subjects given below pertaining to the organization in which he has been placed for training. The report must contain data for minimum period of last five years or a student may prepare a research-based project on any one of the topics listed below.

1. Materials Management/Operations Management
2. Human Resource management,
3. Financial management,
4. Management Accounting.
5. Marketing Management.

#### PART-B: GENERAL INSTRUCTIONS FOR PREPARATION OF REPORT:

- The Practical Studies curriculum shall be assigned an overall 04 credits equivalent workload.
- All the students shall draft their report independently, which shall be checked and certified by the faculty concerned
- The Student shall prepare his/her Practical Studies report in two copies, First Copy submitted to College, Second copy as his/her Personal Copy.
- Draft report must be in the following format:
  - a. Report must be typed in the Font size 14pt, Time New Roman, 1.5 spacing in A4 size paper and printed on both sides of paper.
  - b. Title Page: Full name of students, Semester number, roll/seat number, name of business unit visited, name of academic institutions, etc.
  - c. Guide certificate
  - d. Student's declaration regarding originality of the report.
  - e. Acknowledge
  - f. Preface/Introduction
  - g. Index with contents and page number
  - h. Main part of the report
  - i. Conclusion and suggestions
  - j. Bibliography (if any)
  - k. Appendix (if necessary)



- Only Practical aspects are required. Therefore, the Book-concepts should be avoided from the report so far possible.
- The report shall be assessed by the panel of examiners appointed by the University. The student also shall be examined by Viva-voce by the same panel of examiners.