**Department of BBA**

**Notice**

**Date-24/10/2024**

**The students of BBA 5th Semester- 2024, are hereby informed to follow the guidelines given below for preparation of their Summer Project Report.**

1. **The report may be submitted either in hand written or computer typed form.**
2. **Total length of the Project Report should be between 50 to 70 pages in A4 size paper with double line spacing and use Time New Roman Font.**
3. **Your report should contain:**
4. **Title page (name of the topic, university, department, supervisor/guide, student name, GU Roll No., Registration No., Class Roll No., Year.)**
5. **A duly signed certificate from the guide/supervisor.**
6. **Declaration by the student.**
7. **Acknowledgement (Optional)**
8. **Contents (no’s of chapter may be 5 to 7)**
9. **Acronyms (put all the full form of abbreviations used in your project)**
10. **List of Tables**
11. **List of Figures**
12. **Bibliography (follow APA style for writing bibliography)**
13. **Appendix/Appendices**

**Last date of Submission of the Project Report as specified in earlier notice.**

**Sd/-**

Coordinator, BBA

B. H. College, Howly.