CHANAKYA LAW COLLEGE

Vill. Bhamrola, Post Office- Bagwara, Kichha Road Rudrapur (U.S.Nagar) UK-263153

Website: www.chanakyalawcollege.in

Project Report for Industry/Firm/Company

Preparation of project report: BBALLB 1st Semester

Objective:

1. Students of BBA LLB of 1st Semester are to constructively engage themselves in project work as part of curriculum at the end of their 1st Semester. The project work is to be carried out preferably in a firm or company. On completion of the project work , each student is required to submit a written report. The academic objectives of project work are to :

   1. Work & gain knowledge of real business environment,

   2. Analyze how theoretical concepts taught are applied/not applied in real situations,

   3. Analyze best practices of a company/industry in different functional areas,

   4. Enhance analytical & application abilities of students, and

   5. Develop skills in technical report writing through data collection, data analysis, data presentation of a given firm or company.

2. The report evaluation has two components, viz.

   (a) Project Report (10 Marks); it involves external viva.

   (b) Project viva (10 Marks); it involves viva & presentation before an internal Committee.

Scope of Project Report:

It is partly responsibility of the student to find a firm or company where he/she intends to carry out his/her project work. A firm or company once fixed cannot be changed.

It is necessary for each student to get the approval of the name of firm or company from the Coordinator.

The format of the project report is provided. All students are to adhere to these guidelines.

FORMAT OF THE PROJECT REPORT

Recommended contents to be covered :

1. Title page :

Student name: Batch & Section:

Student ID:

Company/Institution name:

Title of the report:

Area of Research:

Internship start and finish dates:

Name & Logo of Company

2. Acknowledgement

In the "Acknowledgements" page, the writer recognizes his indebtedness for guidance and assistance by the faculty guide and any other member (s). Courtesy demands that he/she also recognizes specific contributions by other persons or institutions such as libraries and research foundations. Acknowledgements should be expressed simply, tastefully, and tactfully duly signed above the name .

3. Table of contents

Chapter-1: Profile of the Firm/Company

This chapter is to include the following aspects:

1. Name of the firm/company, its complete address along with telephone numbers, email address, website name. Mention whether local, national or multinational. If national/multinational, give location & address of the registered office and geographical areas of operation of the company. 2. Explain the nature of the organization and its business (service/production/trading etc), i.e., type of industry & business in which the company is operating. Mention any specific functional area, if any such as marketing, finance, HR, logistics etc, in which the company is operating. 3. Company's vision & mission. 4. Product range of the company. 5. Size (in terms of manpower & turnover) of organization. 6. Organization structure of the company. 7. Market share & position of the company in the industry. 8. Present leadership. Mention the people & their level with whom you have interacted during the summer training. 9. Source of data collection: Give source of data for each type of data that you have included in the report.

Chapter-2: SWOT Analysis of the Company

This chapter is to include the following aspects:

1. Strengths & Weaknesses of the company. 2. Opportunities & Threats that the company faces. 3. Best practices/USPs that the company follows in different functional areas such as marketing, HR, finance, inventory management, CRM, logistics, ITES, etc. 4.Explain the variations/deviations in practices followed by the company vis-à-vis the concepts taught to you in the classroom.

Chaper-3: Labour Issues

This chapter is to include the following aspects:

1. Acts being applied, 2. Safety issues, 3. Health & welfare issue, 4. Women labour issues, 5.Accidental issues

Chapter-4: Lessons Learnt

In this chapter students are to mention learning value of the project report covering following aspects (these are suggestive but not exhaustive):

1. Comment on your experience about the working environment obtaining in the company. 2. Briefly explain the practical knowledge you gained during your project work in terms of practices followed by the company in different functional areas of management. 3. Difficulties, if any, experienced in the company where you have undergone project work.

4. Issues to be included in the project report

4.1 Company details: Overview of the company

4.2 Work responsibilities and assignments

4.3 Problems encountered in your assigned tasks

4.4 Knowledge gained from the work experience

4.5 General comments and suggestions

4.6 Illustration & Annexure (All additional reports, charts, pictures diagrams)

5. References

6. Appendices

7. C.D. containing soft copy of report should be submitted.

RULES AND REGULATIONS:

1. Students must attend the workplaces on time everyday and follow the working hours of the organization strictly. In case of the illness or emergency, students must ask for the permission to be absent from the supervisor at the workplace and inform the course instructor at college urgently or through email.

2. Students must wear the students' uniform to the workplace.
3. Students must be on their best behavior at the workplace.
4. Students must be punctual in every aspect at the workplace (e.g. returning from lunch, complete the assigned task).
5. Students must hand in the final report and the evaluation form to the course instructor by the date of submission.
6. Student should adhere to the timings for submission of report. No excuse will be entertained in any case. - Papers that are not typed will not be accepted.

Annexure II

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Batch (2012-2013)

CERTIFICATE

I, Mr./Ms._____, Roll No. _____ Semester _____ certify that the Project Report entitled "_____" is done by me and it is an authentic work carried out by me at _____ (Name of the firm or company). The matter embodied in this has not been submitted earlier for the award of any degree or diploma to the best of my knowledge and belief.

Signature of the Student

Date:

Annexure I

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Project Report

Of

"Firm / Company Name"

Submitted to:

Faculty Name

Submitted by:

Name
Roll No.

Annexure III

ACKNOWLEDGEMENT

This is to state that this report could not have been completed without the indispensable and kind guidance of my project mentor …… I am grateful to him for the same.

Signature of the student :

Name of the student :

Roll No :

Semester :