



GOVERNMENT BBA COLLEGE

(Self-Finance & Affiliated to Gujarat University)

Shri K.K. Shastri Educational Campus, Khokhra Road, Maninagar (East),
Ahmedabad-380008 Website: www.gbbamaninagar.org
Phone:079-22933660 Email: prin-gbbamaninagar@gujgov.edu.in



NO. GBBA/2023/Notice/12

Date: 17/01/2023

First Year B.B.A Semester: II - Project Submission Notice

This is to inform students of first-year BBA (Semester-2) that for the academic year 2022-23, the industrial visit was held on BALAJI WAFERS PVT.LTD. company. Those students who were present and visited at industry must prepare an industrial project based on the company visit. every student has been instructed to prepare a project report according to guidelines and submit their report on a predefined time duration.

Project Guide: Prof. Hiral Patel

- **Instructions:**

Important things to be remembered for preparing the project Report:

1. Heading Size:16, Sub Heading Size: 14 and font size: 12
2. Font Style: Times New Roman
3. Every Paragraph should be justified
4. Page number on center of every page
5. Report should be 30 to 40 pages, more descriptive in nature
6. Use necessary graphics and picture, it should be covering the following areas:

SECTION:1 COMPANY PROFILE

Name, Registered address, Brief History, Mission, Vision, Products, Form of organization, Organization Structure, Locational issues, Awards and Achievements.

SECTION:2 PRODUCTION

Product classification, Production process, Production capacity, Plant layout, Raw material and its procurement, Ways to handle industrial waste.

SECTION:3 MARKETING

Basic data about product, price distribution and promotion as 4 p's of marketing, Competitors.

SECTION:4 HUMAN RESOURCES

Number of employees at each level, shifts, Recruitment, Selection, Training initiatives, Compensation, Policies regarding promotion and transfer.

SECTION:5 FINANCE

Investment in the organization, Sources of funds, Last 3 years' sales turnover, Profit and Loss account and Balance Sheet. (If available)

Hiral Patel

Tentative Dates for Submission:

Roll No.	Section -1,2,3 (Soft Copy)	Section-4,5 (Soft Copy)	Final Submission (Spiral Binding)
3001-3040	18/01/2023	24/01/2023	07/02/2023
3041-3080	19/01/2023	25/01/2023	08/02/2023
3081-3120	20/01/2023	27/01/2023	09/02/2023
3121-3163	21/01/2023	28/01/2023	10/02/2023

Ish

Prof. Ishwar Rathod
(Co-Ordinator)

Government B.B.A College (Self-Finance)
Maninagar (E), Ahmedabad.



Yogesh Yadav
17/01/23

Dr. Yogesh Yadav
(Principal)

Government B.B.A College (Self-Finance)
Maninagar(E), Ahmedabad.