



GOVERNMENT BBA COLLEGE



[Self-Finance & Affiliated to Gujarat University]

Shri K.K.Shastri Educational Campus, Khokhra Road, Maninagar (E), Ahmedabad-380008.

URL: <https://www.gbbamaninagar.org/> Phone:079-264626660 E-Mail: gbb385@gmail.com

Date: 25/04/2022

NOTICE REGARDING GUIDELINE FORB PROJECT WORK

(B.B.A SEMESTER: II)

Hereby inform all the students that the project report should be 30 to 40 pages, more descriptive in nature. Use necessary graphics and picture, it should be cover 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)

Prof. Prakash Parmar
(Co-ordinator)

Government B.B.A. College (Self-Finance)
Ahmedabad.

Dr. Yogesh Yadav
(Principal)

Government B.B.A. College (Self-Finance)
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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.

Format for the Index

Sr. No.	Content	Page No
1.	Section:1 Company Profile	
2.	1.1 Name	
3.	1.2 Registered Profile	
4.	1.3 Brief History	
5.	1.4 Vision and Mission etc..	
6.	Section:2 Production	
7.	2.1 Product Classification	
8.	2.2 Production Process etc..	
9.		
	Conclusion	
	Bibliography & Reference	

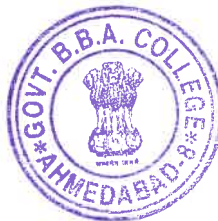
The format for the first page, preface, acknowledgement and certificate attached here and every student must have to follow that format only.

Prof. Prakash Parmar
(Co-ordinator)

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Industrial Project report

On

“ _____ ”

Submitted to

College Code: 385

College Name: Government B.B.A. College

Under the Guidance of

Prof. Charmi Oza

**In partial Fulfillment of the Requirement of the award of the
degree**

Of

Bachelor of Business Administration (BBA)

Offered by

Gujarat University

Ahmedabad

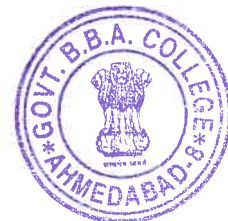
Prepared by:

Name:

First Year

Division: A or B

Roll No:





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Preface

This Project Report has been prepared in partial fulfilment of the requirement for the Subject: Practical Studies of the programmer B.B.A. (Sem. II) in the academic year 2021-2022.

For preparing the Project Report, we have visited the Manufacturing Company, to avail the necessary information. The blend of learning and knowledge acquired during the visit at the company is presented in this Project Report.

The rationale behind visiting the manufacturing company and preparing the Project Report is to study the production basics, and its functional areas like marketing department, services, human resource department and financial department.





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Acknowledgement

I wish to express my gratitude to Gujarat University for giving me an opportunity to be a part of such kind of learning experience, which will surely enhance my knowledge and skills.

I am grateful Prof. Charmi Oza for their valuable guidance and cooperation during the course of the project.

He provided me with his assistance and support whenever needed that has been instrumental in completion of the project

The project has been a great experience, the learning and the exposure, I got through this project was immense and will surely help in my future pursuits.

I would like to give my heartfelt thanks to my parents who always gave me moral support





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Project Completion Certificate

This is to certify that Ms. / Mr. _____ the student of Bachelors of Business Administration has carried out the project work as per the syllabus of Gujarat University. He / She prepared this annual project entitled “(COMPANY NAME)”.

Under the guidance and contribution of Prof. Charmi Oza in making this report during the academic year 2019-2020 is highly appreciated.

To the best of my knowledge the details presented by him / her are original in nature and have not been copied from any other source.

Prof. Charmi Oza

Project Guide

Date:

