



MAR GREGORIOS COLLEGE OF LAW

MAR IVANIOS VIDYANAGAR, THIRUVANANTHAPURAM

Affiliated to the University of Kerala & Approved by the Bar Council of India

First NAAC Accredited Law College in Kerala

PROJECT GUIDELINES FOR BBA LLB & B.COM LLB

For BBA LLB & B.COM LLB there shall be a Project/Dissertation Work during the eighth semester on a topic related to any issues in commerce/Business/Industry. The Project / Dissertation work can be done either individually or by a group not exceeding five students under the supervision and guidance of the teachers of faculty of management and commerce. The topics shall either be allotted by the supervising teacher or be selected by the students in consultation with the supervising teacher. The project work may commence in the 7th semester.

The project work shall have the following stages:

- Project proposal presentation and literature review – 7th Semester
- Field work and data analysis – 8th Semester
- Report writing and draft report presentation – 8th Semester
- Final report submission – 8th Semester

The report of the project shall be submitted to the College before the completion of the 8th semester. There shall be no internal assessment for project work. A board of examiners appointed by the University shall evaluate the report of the project work. The viva-voce based on the project report shall be conducted individually.

The report shall be printed and hard bound with at least 60 A4 size pages.

The layout is:

Font: Times New Roman

Size: 12

Line Spacing: 1.5

Margin: Left - 1.5; Right-1; Top-1; Bottom-1

One Sided

The project report should be submitted to the college at least 15 days before the last working day of the eighth semester. The candidate shall prepare three

copies of the report: two copies for submission to the college and one copy for the student to bring at the time of viva-voce.

Structure of the Report

Preliminary Pages

- Preliminary Pages
 - Title Page
 - Declaration
 - Certificate from Faculty Guide
 - Certificate from Organization (if any)
 - Acknowledgements
 - Table of Contents
 - List of Tables
 - List of Figures
 - List of Abbreviations

Chapter 1 Introduction

- Introduction
- Review of Literature
- Statement of Problem
- Significance of the study
- Objectives of the Study
- Methodology
 - Primary data
 - Population
 - Sample size
 - Sampling technique
 - Types of data collection
 - Method used for data collection
 - Secondary data
 - Tools used for analysis and interpretation
- Limitations
- Presentation of the Report

Chapter 2 Theoretical Framework

Chapter 3 Data Analysis& Interpretation

Chapter 4 Summary of Findings, Recommendations and Conclusion

Bibliography: (Books, journal articles, website etc. used for the project work)
(Written based on APA format)

Appendices: Questionnaire, Specimen copies of forms, other exhibits

Points to be remembered while preparing the report

- Every page, except the title page, should be numbered. The candidate must use small roman numerals for the Preliminary pages and Arabic numerals for all subsequent pages.
- Follow chronological order in presentation of review of literature.
- The minimum number of literatures to be reviewed is five.
- Table: The information presented in a tabular form is called Table.
- Figure: Other illustrative materials such as graphs, charts, diagrams, drawings, maps, photographs, etc.
- The same information should not be presented in both tabular and graphical form.
- Tables and figures should always be introduced i.e., table or figure should always follow its first mention in the text.
- It is possible to place larger tables and figures in a separate page.
- Tables are numbered with in chapters i.e., Table 5.1, 5.2, etc. If it is in appendix Table A.1. A.2, etc.
- Styles of Citation/Referencing (APA Style)

APA Style

- **Book one author**

- Citation Format: Example: Author, (Publication Year). Book title. Publisher

McKibben, B. (1992). *The age of missing information*. New York: Random House.

- **Book, multiple authors**

- Author, A. A., & Author, B. B. (Publication Year). Book title. Publisher.

Larson, G. W., Ellis, D. C., & Rivers, P. C. (1984). *Essentials of chemical dependency counseling*. New York: Columbia University Press.

- **Websites**

- Author, A. (Year). *Title of article: Subtitle of article*. Publisher.
<https://www.xxxxxxx.com>

American College Health Association. (2015). *National College Health Assessment II: Spring 2015 reference group executive summary*. http://www.acha-ncha.org/reports_ACHA-NCHAI.html

- **Journal Article**

- Lakoff, G. (2014). Mapping the brain's metaphor circuitry: Metaphorical thought in everyday reason. *Frontiers in Human Neuroscience* (8). <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4267278/>

Scheme of Valuation for Project

There shall be no internal assessment for project work. A board of examiners appointed by the University shall evaluate the report of the project work. The viva-voce based on the project report shall be conducted individually. The maximum marks for the evaluation of the project shall be 100, distributed among the following components of project evaluation.

Statement of the Problem and

Significance of the Study	-	10 Marks
Objectives of the Study	-	05 Marks
Review of Literature	-	05 Marks
Methodology	-	15 Marks
Analysis and Interpretation	-	20 Marks
Presentation of the Report	-	15 Marks
Findings and Suggestion	-	10 Marks
Bibliography	-	05 Marks
Viva-voce	-	15 Marks
Total	-	100 Marks

Title of the project

PROJECT REPORT

Submitted to



University of Kerala
Thiruvananthapuram

In partial fulfillment of requirements for the Five-year Integrated B.B.A LL. B / B.Com LLB
degree course

by:

NAME:

CANDIDATE CODE:

VIII Semester B.B.A LL. B/B. Com LL. B,



Batch (YEAR)

Mar Gregorios College of Law
Nalanchira, Thiruvananthapuram,

Under the guidance of *name of supervising teacher*

MONTH, YEAR (submission)



MAR GREGORIOS COLLEGE OF LAW

Mar Ivanios Vidyannagar, Thiruvananthapuram

CERTIFICATE

This is to certify that this project report titled “*title of the project*” being submitted by *name of the candidate (candidate code)* Eighth Semester BBA.LLB / B. Com LLB student, Mar Gregorios College of Law, Nalanchira, Thiruvananthapuram in partial fulfillment for the requirement of the award of the degree of BBA LLB of the University of Kerala is a bonafide record of work done by them under my supervision and guidance and that this work has not been submitted elsewhere for any other degree.

Counter Signed by

Signed by

Name of the Principal

Name of the Supervisor

Principal

Designation of the Supervisor

DECLARATION

We, *name of the student*, of eighth Semester B.B.A LL. B/ B.Com LLB, Batch (year) *hereby* declare that the project entitled '*title of the project*' is an original work done by us in partial fulfilment for the degree of Five-year Integrated B.B.ALL. B under University of Kerala. We further declare that this work is not partly or wholly submitted for any other purpose and that the data included in the report are collected from various sources and are true to the best of our knowledge.

Name of the students

VIII Semester B.B.A, LL.B/B.Com LL.B

