

## PRACTICAL STUDIES

Name of Course	Semester	Core/Elective/Allied/Practical/Project	Course/Paper Code	Course/Paper Title	Credit	Internal Marks	External Marks	External Exam Time Duration
B.B.A.	VI	Project	19BBA605	Practical Studies	3	-	50 P 50 V	-

### COURSE OBJECTIVES

The objective of industrial training in Semester VI of B B A programme is to give them perspectives about the organization and functioning in the following areas of management:

### COURSE CONTENT

(Practical Studies Report: 50 Marks, Viva Voce: 50 Marks)

#### **PART-A:AREA OF STUDY:**

The students shall be placed in any one of the different types of organizations including service and non-profit organization for a minimum period of 15 days for practical studies. Every student shall prepare a report on one of the special topics from the subjects given below pertaining to the organization in which he has been placed for training. The report must contain data for minimum period of last five years or a student may prepare a research based project on any one of the topics listed below.

1. Materials Management/Operations Management
2. Human Resource management,
3. Financial management,
4. Management Accounting.
5. Marketing Management

#### **PART-B: GENERAL INSTRUCTIONS FOR PREPARATION OF REPORT:**

- The Practical Studies curriculum shall be assigned an overall three credits equivalent workload.
- Students shall make arrangement for permission from the Units for Practical Studies under the guidance of concern faculty of the college.
- All the students shall draft their report independently, which shall be checked and certified by the faculty concerned
- The Student shall prepare his Practical Studies report in two copies, First Copy submitted to College, Second copy as his Personal Copy.
- Draft report must be in the following format:
  - a. Report must be typed in the Font size 14pt, Time New Roman, 1.5 spacing in A4 size paper and printed on both side of paper.
  - b. Title Page: Full name of students, Semester number, roll/seat number, name of business unit visited, name of academic institutions, etc.
  - c. Company Detail: Name, address, phones, fax, website, e-mail address, etc.
  - d. Guide certificate
  - e. Student's declaration regarding originality of the report.
  - f. Acknowledge
  - g. Preface/Introduction
  - h. Index with contents and page number
  - i. Main part of the report
  - j. Conclusion and suggestions
  - k. Bibliography (if any)
  - l. Appendix (if necessary)
- Only Practical aspects are required. Therefore the Book-concepts should be avoided from the report so far possible.
- The report shall be assessed by the panel of examiners appointed by the University. The student also shall be examined by Viva-voce by the same panel of examiners.