

# BBA Final Project Policy for Spring 2014

## Guideline for students

1. The BBA students are required to complete supervised final projects, in groups of 3-4, equivalent of 6 credit hours in their 8<sup>th</sup> semester.
2. All projects will have to be *applied* in nature with practical implications for the relevant industry and/or partner organisations.
3. Many faculty members offering to be supervisors have already displayed their research interests outside their offices. All faculty members' research interests will be posted on to LMS notice board by **Monday, 10 March 2014**. Students are advised to keep an eye for that post.
4. The deadline for successful defense (and grading) of project work will be **Friday, 23 May 2014**.
5. The students failing to meet the abovementioned deadline (due to late submission of report of unsuccessful defense) will be awarded an 'I' grade in their project. As such, their Spring semester result will be withheld until completion of project *and* award of a passing grade.
6. Students missing the original deadline may be able to resubmit their project reports for grading no sooner than 2 weeks after the final examination of Spring semester.
7. At **9 am on Monday, 10 March 2014**, a workshop will be arranged in Seminar Hall for BBA 2K10 students to give them the basic understanding of their projects' procedural, practical and intellectual requirements.
8. After the workshop, the students will respond to the faculty's research interests already displayed on LMS. The students are advised to approach their potential supervisors along with verbal or written statement of inspiration/ ideas relevant to the topics that they like. They may seek advice from their teachers, advisors/mentors, in refining their project ideas.
9. Within 3 days of the abovementioned workshop, all students must form groups of 3-4, initiate contact with at least one potential supervisor (as mentioned in No. 6 above) and inform the Focal Person for BBA through email or LMS.
10. Supervisors may interview students to see their suitability to work under their supervision.
11. The students must get formal approval of their project proposal from their chosen supervisor latest by **Friday, 21 March 2014** and submit one copy each of the relevant form to:
  - a. Supervisor
  - b. Exams branch
  - c. Focal Person for BBA programme
12. The proposal must include the following details:
  - a. Work breakdown structure (division of the whole research into phases, stages, tasks etc. with identifiable milestones where possible)
  - b. Timeline of the project (in some kind of graphical representation such as a Gantt chart)
  - c. Team structure (names, special skills and academic interests of members)
  - d. Division of work among the team members
13. Students will have to submit the deliverables of their projects according to the timeline and milestones specified in the approved proposal.
14. The students will present at least 1 interim Progress Report reflecting whatever progress they would have made *as of* 11 April. Such report will entail:
  - a. Students being physically present on campus to meet with their respective supervisors
  - b. Students submitting a brief summary of their progress in comparison with the work breakdown structure originally submitted in the proposal

- c. Supervisors providing necessary specific advice to the students on ways to ensure meeting deadlines as well as quality standards
15. All practical elements of the project must be completed latest by **Friday, 2 May, 2014**; whereas theoretical, analytical, literary and reporting components may be completed in parallel to or succession of the practical component.
  16. All documentation and reporting (along with integrity report from anti-plagiarism software) must be completed and submitted latest by **9 May, 2014**.
  17. The supervisors may require students to improve upon, or make changes to their work and resubmit.
  18. Once satisfied with the students' eligibility, the supervisors will allow them to proceed to defense.
  19. The students will defend their project work in formal setting.
  20. Upon successful defense of the project work, the students will be required to submit their final report to the supervisor in a bound copy as well as in soft copy. Any model, programme or prototype/sample in physical as well as soft copy (where possible) will also have to be submitted.
  21. To encourage environmental responsibility, the students will be required to print duplex in order to minimize the use of paper.
  22. All soft submissions will have to be made on to LMS and notified to the supervisor via email. Files larger than the allowed size of submissions on to LMS will have to be submitted in discs.
  23. Supervisors will mark the projects and get them ratified in FBS meeting before the Exams Branch could formally communicate grades to students. Minimum passing grade for final project will be C+.
  24. Grades for final project may be awarded on individual basis. As such, students in same group may have different grades depending upon the supervisor's assessment of their individual performance as assessed against the work breakdown structure given in the project proposal.

#### Important Dates:

Expression of supervisors' interest areas	<b>By 10 March 2014</b>
Finalisation of Supervisor and Submission of TH-1 form	<b>By 21 March 2014</b>
Report of Progress ( <i>as of 11 April</i> )	<b>By 18 April 2014</b>
Submission of final report	<b>By 9 May 2014</b>
Grade submission to exams branch	<b>By 23 May 2014</b>