

## **GUIDELINES FOR TERM PAPER ACTIVITY**

### **Kind Attention : BBA III Sem & V Sem**

#### **ABOUT TERM PAPER:**

Term paper is an original piece of work prepared by the students as a part of their academic curriculum. Term paper defines a particular topic in detail highlighting the research work done by the students. It follows a specific format and guidelines which are to be kept in to consideration at the time of writing a research paper.

#### **OBJECTIVES:**

The objectives are to develop the following skills:

1. In-depth study of a selected topic
2. To understand the topic in detail
3. Logical organization of Ideas
4. Making conclusions

#### **LENGTH:**

The length of the research paper is as per the topic chosen. Standard length to be kept is nearly of 8 to 10 pages.

#### **TIME FOR WRITING UP OF TERM PAPER:**

Term paper is usually prepared during the summer vacation break so that students can get ample of time for research work.

The list of term paper has been displayed on the BBA notice board.

#### **PROCEDURES FOR WRITING OF TERM PAPER ACTIVITY**

Term paper to be prepared in the below mentioned format:

- 1) *Abstract*
- 2) *Introduction to topic*
- 3) *News/ Latest development*
- 4) *Merits/Demerits*
- 5) *Applications*
- 6) *Conclusion*
- 7) *References*
- 8) *Bibliography*

**General Instructions regarding format and submission of the Term Paper:**

- a) One copy of the term paper will be submitted to the HOD through respective guides .
  - b) Term Paper will be submitted in spiral bound.
  - c) Other specifications will be as under :
    - Left Margin : 1 inch
    - Right Margin : 1.5 inch
    - Font type : Times New Roman
    - Sub Heading : Bold and Font size 14
    - Head Line : Bold and Font size 16
    - Contents : Font size 12
    - Line Spacing : 1.5
    - Page numbers : Centre Footer
- Note : Page numbers shall start from Introduction. Before introduction all pages shall be marked as (i), (ii) and so on.

**Cover Page Instruction:**

- a) College Logo on Top
- b) Name of the College
- c) Center "Term Paper" (in first line ) and "Topic of Term Paper" (in second line).
- d) Lower Corners "Submitted By" (Left) and "Under the Guidance of" (Right).

**Student is required to present the assigned term paper from fourth week of July 2017.**



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