

**ISB&M College of Commerce**

**TY BBA – 2022**

This is to inform all the students of TY-BBA that as a part of curriculum every student has to undertake a social survey/study for getting two credits.

The students need undertake a social survey/study, prepare a report and submit the same. The report can be of around 6000 - 10000 words, and must follow a systematic and logical process of survey.

The format for the report is as follows:

1. Cover Page
2. Undertaking & Declaration
3. Index
4. Introduction: also include Outline of the problem/task undertaken
5. Review of literature
6. Objectives of the survey
7. Research Methodology
8. Data analysis and Interpretations
9. Findings and Conclusion
10. References: References in appropriate referencing styles. (APA, MLA, Harvard, Chicago Style etc.)

Plagiarism of the report must not exceed 10 %.

Page Layout: A4 page, Page margins normal, line alignment justified, Font Times new roman, 14 Headings, 12 Text, line spacing single or 1.15.

The last date for submission of hard copy of the report is 10<sup>th</sup> July 2022, and the soft copy of the same must be submitted through email to [ajit.borde@isbmcoc.org](mailto:ajit.borde@isbmcoc.org).

Subject Incharge

Ajit Borde