

**Himachal Pradesh University**  
**NAAC Accredited "A" Grade University**  
**Centre for Distance Education and Online Learning**  
**Acad –IV, MBA**

**Date: 07-02-2025**

**Guidelines for MBA Project Report**

This is for the information of students of MBA-4<sup>th</sup> Semester, HPU, Shimla-5 that course code 405 are concerned with project report and viva-voce respectively, Each of them carries a weight age of 100 marks each. The students can choose any faculty member as project guide from any govt recognized institution that hold Ph.D degree in management.

The candidates are directed to follow the given guidelines:-

- 1) Submit the enclosed performa duly signed by the guide within 15 days of this communication.
- 2) After receipt of the performa in CDOE, it will be approved by the in-charge/Coordinator, MBA, CDOE, and then only student can proceeds with his/her project work.
- 3) The candidate is supposed to submit one hard copy of project report duly certified/signed by the project guide till 20<sup>th</sup> March 2025.
- 4) Project viva fee of Rs. 1000/- (Rupees one Thousand Only) to be paid online at [https://admissions.hpshimla.in/lcdeol\\_misc\\_SemesterPaymentLoginOnline.aspx](https://admissions.hpshimla.in/lcdeol_misc_SemesterPaymentLoginOnline.aspx)  
A payment receipt/challan slip will be submitted along with an application at the time of project report submission and viva-voce.

- A) Candidate's Name
- B) Class & Semester
- C) Roll Number
- D) Address along with contact number
- E) Bank Draft Details

- 5) The project report should have at least 50 pages. Typed in Times New Roman (Font). 1.5 Line Spacing, Justified Alignment and printed on A4 size paper & hard binded.
- 6) After submission of project report, the **viva-voce (Course No.-405)** will be scheduled within a month or after semester examination.
- 7) For further query, the candidates may contact Coordinator, MBA Programme, CDOE, Himachal Pradesh University, Shimla-5 during the working hours on his mobile number 9906035333, 9418152174.

Encl: Performa for Project Guide Allotment

*Kindly upload on the ICDEOL  
web site.*

*Programmer (ICDEOL)*

  
**Section Officer (Acad-IV)**

**PERFORMA FOR PROJECT GUIDE ALLOTEMENT MBA PROGRAMME CDOE**

1. Name and Designation of the Guide \_\_\_\_\_  
\_\_\_\_\_
2. Qualification \_\_\_\_\_
3. Teaching Experience \_\_\_\_\_
4. Present Official Address \_\_\_\_\_
5. Correspondence Address \_\_\_\_\_
6. Permanent Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Mobile Number \_\_\_\_\_
8. E- Mail \_\_\_\_\_
9. Bank Name & Account Number  
And IFSC \_\_\_\_\_  
\_\_\_\_\_
10. PAN Number \_\_\_\_\_

**DECLARATION**

11. I solemnly declare and affirm that the above mentioned particulars are correct.
12. I agree to Guide Mr./Ms. \_\_\_\_\_ whose Roll Number  
is \_\_\_\_\_ Topic/Title of the project \_\_\_\_\_  
\_\_\_\_\_

**Dated:**

**Signature and address of  
Project Guide**