

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

Date: 12.09.2025

Guidelines for MBA Project Report

This is for the information of students of MBA-4th Semester, HPU, Shimla-5 that course numbers 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 who hold Ph.D degree in management.

The candidates are directed to follow the given guidelines:-

- 1) Submit the enclosed proforma duly signed by the guide within 10 days of this communication.
- 2) After receipt of the proforma in CDOE, it will be approved by the in-charge/Coordinator, MBA, CDOE, then only student can proceed 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 **31.10.2025**
- 4) Project viva fee of Rs. 1000/- (Rupees one Thousand Only) to be paid online at https://admissions.hpshimla.in/lcdeol_misc_SemesterPaymentLoginOnline.aspx 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
- 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 Faculty members, MBA Programme, CDOE.

Encl:

1. Proforma for Project Guide Allotment
2. Students are directed to fill the Google form through this link: MBA PROGRAMME CDOE - Google Forms within 10 days



Section Officer (Acad-IV)

PERFORMA FOR PROJECT GUIDE ALLOTMENT 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