

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

Date: 28.02.2026

Guidelines for MBA Project Report

This is for the information of students of MBA-4th Semester, HPU, Shimla-5 that course number 405 and 406 are concerned with project report and viva-voce respectively, Each of them carries a weight - age of 100 marks. 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 Performa duly signed by the guide within 10 days of this communication.
- 2) After received of the Performa in CDOE, it will be approved by the in-charge/Coordinator, MBA, CDOE, and 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 **20.04.2026.**
- 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 will be submitted at the time of submission of project report
- 5) The project report could have at least 60 pages. Typed in Times New Roman (Font), 1.5 Line Spacing, Justified Alignment and printed on A4 size paper.
- 6) After submission of project report, the viva-voce (Course No.-406) will be scheduled before the semester examination.
- 7) For further query, the candidates may contact with Coordinator,, MBA Programme, CDOE ,H.P.University Shimla-5

Encl:

1. Performa 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)

शैक्षणिक शाखा-IV

दूरस्थ एवं ऑनलाइन शिक्षा केन्द्र
हि.प्र. विश्वविद्यालय, शिमला

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