

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

**Date: 16-04-2026**

**Guidelines for M. Com.PROJECT REPORT AND VIVA VOCE**

This is for the information of ICDEOL MCom-4th Semester students, HPU, Shimla-5. Course MC 405 **PROJECT REPGRT AND VIVA VOCE** and M.Com 406 **COMPREHENSIVE VIVA VOCE**, respectively, carry a weightage of 100 marks each. The students can choose an Eligible Supervisor/Project Guide from any recognised institution that holds a Ph.D. degree in Commerce/Management as a project Supervisor/Project Guide.


**The candidates are directed to follow the given guidelines: -**

- 1) By 1<sup>st</sup> July 2026, the students have to prepare the Project Report.
- 2) Project viva fee of Rs. 1000/- (Rupees One Thousand Only) to be paid online at HPU Student Portal (nstudentportal)=> Miscellaneous fee=> Pay Miscellaneous Fee
- 3) A payment receipt/challan slip will be submitted along with an application at the time of project report submission and Viva-voce.
- 4) The project report should have at least 60 pages. They are typed in Times New Roman (Font). 1.5 Line Spacing, Justified Alignment and printed on A4 paper & hardbound.
- 5) The viva voce of MC 405 & MC 406 will be scheduled after 1<sup>st</sup> July 2026, submitting the project report.
- 6) For further queries, the candidates may contact the Branch, M. Com, ICDEOL, Himachal Pradesh University, Shimla-5, on the branch phone 0177-2833412.

Encl:

1. Performa for Project Guide Allotment.
2. The Google form will be completed **after the project supervisor completes the attached Performa** for the Project Guide Allotment.
3. Within seven days of this communication, upload the enclosed Performa duly signed and filled out by the Supervisor/Project Guide and other particulars on a Google form link.

[https://docs.google.com/forms/d/1I185tnCtevDdONDRDd\\_fPz9cu4B1xrcWNmJALPDyFbA/edit](https://docs.google.com/forms/d/1I185tnCtevDdONDRDd_fPz9cu4B1xrcWNmJALPDyFbA/edit)

  
Director  
C. D. G. E. 17/4  
Himachal Pradesh University  
Shimla  
e.D.G.E

**PERFORMA FOR PROJECT GUIDE ALLOTMENT M.COM PROGRAMME CDOE**

**(Upload this Performa as an attachment on the Google form provided in Guidelines)**

1. Name and Designation of the Guide \_\_\_\_\_  
\_\_\_\_\_
2. Qualification \_\_\_\_\_
3. Present Official Address \_\_\_\_\_
4. Mobile Number \_\_\_\_\_
5. E-Mail -----
6. Bank Name -----
7. Account Number -----
8. IFSC code-----
9. PAN Number \_\_\_\_\_

**DECLARATION**

10. I solemnly declare and affirm that the above mentioned particulars are correct and that I am not supervising more than 25 candidates this semester.

11. I agree to Guide Mr./Ms. \_\_\_\_\_ whose Roll Number  
is \_\_\_\_\_ Topic/Title of the project \_\_\_\_\_  
\_\_\_\_\_

Dated:

Signature and address of  
Project Guide