



**Visvesvaraya Technological University**  
(State University of Government of Karnataka Established as per the VTU Act, 1994)  
"Juana Sangama" Belagavi-590018, Karnataka, India

**Centre for Distance and Online Education (CDOE)**

**Department of Management Studies**

Hanchya, Sathagalli Layout (Ring Road), Mysuru-570019

**Dr. Shivakumar**  
Programme Coordinator

☎: (0821)2570223 | @: pcmgmtcdoe@vtu.ac.in | onlinedegree.vtu.ac.in



VTU/MYS/CDOE/MGMT/ 58 /2025-26

Date: 10-03-2026

### Circular

The students of fourth semester MBA (HR/FM/MM/BA/DM)- Jan-Feb 2024 Cycle, are hereby informed that a meeting has been scheduled to discuss about project work and other academic matters. This meeting will provide insights on the guidelines, format and procedure to undertake a mandatory project report during the fourth semester.

#### **Details of the Meeting:**

- **Date:** 12-03-2026
- **Time:** 04.30 pm
- **Mode:** Online Meeting Link: <https://meet.google.com/ysy-ikic-fyt>
- **Agenda:**
  - ✓ Overview of the Project Work
  - ✓ Final Presentation Report Submission Updates
  - ✓ Project Report Formats
  - ✓ Discussion of challenges (if any)

All students of IV semester MBA (MM, HR, FM/BA/DM) are requested to attend the meeting promptly and actively participate to make the most of this opportunity.

#### **Copy to:**

1. The Registrar, VTU Belagavi for kind information
2. The Director, VTU CDOE, Mysuru for information
3. The Assistant Director, VTU CDOE for information
4. The Students of MBA IV Semester for information
5. The Office CDOE, Mysuru for information

*Shivakumar*  
Programme Coordinator  
PROGRAMME CO-ORDINATOR  
MANAGEMENT  
Visvesvaraya Technological University  
Centre for Distance and Online Education  
MYSURU-570 029



## Circular

### Project Report Submission Guidelines

**To, All Project Guides and IV Semester Students of MBA and PG Diploma of all the Specializations,**

Details for the online submission of MBA, PG Diploma Final Semester project reports in the Portal as follows.

<b>Final Project Review Presentation by the Students</b>	15-03-2026 to 20-03-2026
<b>Portal Open for Project Report Submission</b>	15-03-2026
<b>End Date for Project Report Submission through LMS Portal</b>	30-03-2026

### Submission of Project Report

The Final Semester students of MBA and PG Diploma of all the specializations are required to submit their Project Reports in both hard copy and soft copy (PDF format) to their respective departments during the period 15th March, 2026 to 30th March, 2026.

- **Project Report must also be uploaded to the LMS Portal on or before 30-03-2026.**
- **No further extension will be granted beyond the last date.**

## Submission Guidelines:



### For MBA and PG Diploma Students (Management Stream):

- Two hard copies of the report, with a **Blue Color Cover Page**, must be prepared.
- One copy should be retained by the student, and the other copy should be sent to the:

#### **The Programme Coordinator**

Department of Management Studies,

VTU-CDOE, Hanchaya, Sathagalli Ring Road, Mysuru - 570029

### Precautions before Uploading the Project Report (Soft Copy)

#### 1. The first PDF should contain:

- Cover Page, Scanned Signed Guide Certificate, Freelance Certificate by Guide (if project carried out through freelance mode) / Company Certificate (if project carried out through company) / Acknowledgement / Declaration / Table of Contents (Only the report cover page needs to be in PDF format)/ Abstract

#### 2. The second PDF should contain:

- Introduction to Bibliography
- Main content of the report along with references
- Do not use headers/footers in the report
- Text should not be in image format

#### 3. File specifications:

- Report size should be less than 100 MB
- Maximum number of report pages: 300
- Thesis file should not be password-protected
- Certificate should not be in image format
- Save the PDF file with Student Name and Register Number (NAME\_REGISTERNUMBER)



**4. Important:**

- Any mismatch between name and register number will not be accepted
- Once submitted, the thesis cannot be reopened for changes.

*Shivalakshmi*  
Programme Coordinator  
PROGRAMME CO-ORDINATOR  
MANAGEMENT

Visvesvaraya Technological University  
Centre for Distance and Online Education  
MYSURU-570 029

**Copy to:**

1. The Registrar (Evaluation), VTU Belagavi for kind information
2. The Director, VTU CDOE, Mysuru for information
3. The Assistant Director, VTU CDOE for information
4. The Project Guides and Students of MBA IV (Jan-Feb 2024 Cycle) Semester for information