VTU/MYS/CDOE/MGMT/ 31 /2025-26

Date: 18-09-2025

Circular

Project Report Submission Guidelines

To,

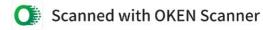All Project Guides and IV Semester Students of MBA and PG Diploma of all the Specializations,

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

Final Project Review Presentation by the Students	25-09-2025 to 30-09-2025
Portal Open for Project Report Submission	15-10-2025
End Date for Project Report Submission through LMS Portal	30-10-2025

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 October 2025 to 25th October 2025.

- **Project Report must also be uploaded to the LMS Portal on or before 25-10-2025.**
- 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:
   - Scanned Signed Certificate / Company Certificate / Acknowledgement / Declaration / Table of Contents **(Only the report cover page needs to be in PDF format)**
2. **The second PDF** should contain:
   - 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**

Shivakumar
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 Semester for information.