

**MBA (Distance Mode) SEM-IV**  
**Project Report and Viva voce**  
**Project Report Submission & Viva Voce Guidelines**

Dear Students,

As you are already aware, the **Project Report and Viva Voce** are integral components of your MBA Semester IV curriculum. Many of you have already submitted your synopses, and project work is underway.

We would like to remind you of the following important points:

**1. Project Report Submission Deadline:**

The final project report must be submitted **on or before 15th May 2025**.

**2. Project Timeline:**

The project duration should reflect **50 days** of work **after guide allotment**. Please ensure your work aligns with this requirement.

**3. Company Letter Requirement:**

A **company letter** is mandatory, duly signed and stamped by a higher authority from the organization where you are undertaking your project.

**4. Viva Voce:**

The Viva Voce will be conducted tentatively **after the theory examinations**. The exact dates will be communicated to you soon.

**5. Copies of Project Report:**

You must prepare **4 copies** of your final project report:

- 1 for University submission
- 1 for the Study Centre
- 1 for your Guide
- 1 for your personal record

**6. Important Printing Guidelines:**

- At least **2 copies** (University + Study Centre) must be in **embossed binding**.
- The remaining 2 copies (Guide + Personal) can be in **spiral binding or soft copy**, depending on you and your guide's preference.

- **Note:** If your Study Centre is **CDOE**, only **3 copies** are required (University, Guide, and Personal).

Please ensure regular communication with your assigned guide and follow all guidelines meticulously. Timely submission and compliance with the format are essential.

All the best with your project work!

Sd/-  
Programme Coordinator