

Himachal Pradesh University
NAAC Accredited "A" Grade University
International Centre for Distance Education and Open Learning
Academic-IV, MBA

Dated:- 14-4-2023

Guidelines for MBA Project Report

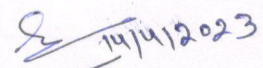
This is for the information of students of MBA-4th Semester, ICDEOL, HPU, Shimla-5 that **course numbers 408 & 409** are concerned with project report and viva-voce respectively. Each of them carries a weightage of 100 marks. The students can choose project guide among faculty members of one of the following Institutes/Departments with prior consultation of In-charge/Coordinator, MBA, ICDEOL, HPU, Shimla:-

- a) Department of Management, ICDEOL, HPU, Shimla-5.
- b) Faculty of Commerce and Management, Himachal Pradesh University Shimla-5
- c) Regional Centre at Khaniyara, Distt. Kangra, H.P. University, Shimla-5

The candidates are directed to follow the given guidelines:-

- 1) Submit the enclosed proforma duly signed by the guide **within 15 days** of this communication.
- 2) After receipt of the proforma in ICDEOL, it will be approved by the In-charge/Coordinator, MBA, ICDEOL, 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 **1st June, 2023**.
- 4) A bank draft of Rs. 1000/- (Rupees One Thousand only) drawn in favour of Director, ICDEOL, HPU, Shimla will be submitted **at the time of submission of project report** along with an application mentioning
 - a) Candidate's Name
 - b) Class & Semester
 - c) Roll Number
 - d) Address along with contact number
 - e) Bank Draft Details
- 5) The project report should have at least 50 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.-409) will be scheduled within a month or after ~~your~~ semester examination.
- 7) For further query, the candidates may contact Coordinator, MBA Programme, ICDEOL, Himachal Pradesh University, Shimla-5 during the working hours on his mobile number 9418152174.

Encl: Proforma for Project Guide Allotment


Section Officer (Acad-IV)

PERFORMA FOR PROJECT GUIDE ALLOTMENT MBA PROGRAMME ICDEOL

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