



Visvesvaraya Technological University

(State University of Government of Karnataka Established as per the VTU Act, 1994)

"Jnana Sangama", Examination Section, Belagavi-590018, Karnataka State, India

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CIRCULAR

Sub: Online submission of MBA Project Reports in study year 2022 (20MBAPR407)- reg.

With reference to the above subject, the following are the details for the **online submission of MBA Project Reports** of Final Semester MBA for the evaluation of thesis in **study year 2022**:

Submission of Project Report:

The students of MBA Final Semester are required to submit their **Project Reports - 20MBAPR407** in the form of hard copy as well as soft copy in PDF format to the respective Heads of the departments/Institutions between **11th July 2022 to 22nd July 2022**. No Further extension will be given beyond the last date as per regulations 200MB5.14.

- Three hard copies of the reports (**with Royal Blue coloured cover page**) to be prepared, one each copy for college, student and one copy to be submitted to the respective Regional Offices before **10th Aug 2022** and softcopy in **PDF format** should be uploaded by the Head of the department on or before **22nd July 2022 in study year 2022 in the portal (www.mbathesis.vtu.ac.in)**
- **Project report must be submitted on or before 22nd July 2022 to be eligible for the award of ranks.** Submission date is the date and time of uploading the report.
- **Marks Allocation**
 - 1) **CIE Marks** : There will be 40 marks for CIE to be entered online.
 - 2) **SEE Marks**: There will be 60 marks for exam (Average of evaluation of project out of 30 marks, independently by Internal Guide and External Examiner) and 30 marks for Viva voce (Joint evaluation by Internal and External Examiners).
 - 3) Passing percentage in project work is 50% (50% in each of the components such as Internal Marks, report evaluation and Viva voce examination).

Important Note

- **Nominate 5 students per group based on their specialization, such as, Finance, HR, Marketing. Do not mix students of different specializations within same group.**
- Please note that changes are made to the software to enable multiple specializations with single E-mail ID. Procedure for the same is available as a Power Point presentation on the portal.
- At the time of uploading the thesis, HoD May choose the **senior most faculty** as internal Guide.
- The Faculty Members who have forgotten their password, can reset their password using respective Principal login.
- The Viva-voce examination of the candidate shall be conducted by the **external examiner and internal examiner/guide** as per Regulations 200MB5.10 (In case HoD have received the mail).
- Schedule of Viva-voce date and time of the groups must ensure that exam of 3 groups of 5 students each, with a common external examiner and must be conducted on each day.
- **In the case of Faculty members who have moved to a different college or left, their name should be deleted or Deactivated from the previous college profile, through the Principal login.**

Online uploading of Project Reports.

Upload the Project Reports through the portal www.mbathesis.vtu.ac.in on or before 22nd July 2022 in study year 2022.

Sd/-

REGISTRAR (EVALUATION)

To,

The Principals of affiliated Engineering Colleges offering MBA Program.

Copy to: The Incharge Regional Directors of VTU Regional Offices, Bengaluru, Belagavi, Kalaburgi, Mysuru for information and needful action.

Rug *BE*
16/06/2022
REGISTRAR (EVALUATION) P.T.O
Ms. ef

Anti-Plagiarism check has been introduced for the Project Report submitted to the University for the partial fulfillment of Award of Degree of MBA programme.


1. Upload the Project report through the portal www.mbathesis.vtu.ac.in on or before **22nd July 2022** in study year 2022.
2. The detailed procedure for submission of the Project report can be found in the presentation "**HOW TO SUBMIT THESES (PPT)**" in MBA theses tracker.
3. The Project report shall be sent for plagiarism check through the link.
4. If the Project report is acceptable the Anti- plagiarism committee (APC) report shall be generated, which would be verified and approved by APC (plagiarism **index <=25%**).
5. If the APC Project report indicates plagiarism index **>25%** for the first time the candidate has to resubmit the project report along with the penal fees of **Rs. 2000/-** (Two Thousand only)
6. If the APC Project report indicates plagiarism index **>25%** for the second time the candidate has to resubmit the project report along with the penal fees of **Rs. 4000/-** (Four Thousand only)

The following precaution may be taken before uploading the Project report.

- Select the **zipped file**(containing the thesis in **pdf format**)
- The first pdf should contains scanned signed **Certificate/Company Certificate/ acknowledgement/declaration/ Table of contents (Only Report cover page need to be in a .doc or .docx format.)**
- The Second pdf should contains Main source of the report along with references (**do not use Header/footer in the report**). **Text should not be in image format.**
- Report size should be **less than 10MB**.
- Maximum number of report **pages 400**.
- pdf report should not be **password protected**.
- Save the pdf file by **candidate name and USN**.
- Many colleges are uploading other candidate project report instead of original student. Such type of mistake is not acceptable.
- Mismatch with **Name and USN** are not acceptable.
- Submitted project report cannot be reopened for any changes.

REMUNERATION

- For Project Report Evaluation – **Rs. 250/- Per report**.
- For Viva-Voce – **Rs. 440/- Per batch (05 students)/examiners, minimum 3 batch per day**.
- Remuneration for Project report Evaluation and TA/DA for the MBA Project Viva-Voce shall be claimed from the respective Regional Offices. Send your bill along with order copy. After verifying all related bills in respective regional office, the amount will be remitted to your account through RTGS. The original marks sheets to be sealed in a brown cover **superscripted** as MBA internal/external evaluation or Viva-voce marks sheets and send to the office of the undersigned.


REGISTRAR (EVALUATION)