



# Visvesvaraya Technological University

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

"Jnana Sangama" Belagavi-590018, Karnataka, India



Dr. T. N. Sreenivasa

Phone : (0831) 2498131

BE.,ME., Ph.D., FIE,CEng

Fax : (0831) 2498184

Registrar (Evaluation)

Ref No / VTU/EXAMPG / 2024-2025/ 838

Date :

## CIRCULAR

11 SEP 2024

Sub: Online submission of MBA Final Semester project reports- reg.

With reference to the above subject, the following are the details for the **online submission of MBA final semester project reports** evaluation for New 2022 scheme in study year 2024 and for 2020 scheme in study year 2023.

### Submission of Project Report:

The students of MBA Final Semester are required to submit their **Project Reports** in the form of hard copy as well as soft copy in PDF format to the respective Heads of the departments/Institutions between 13<sup>th</sup> Sept to 29<sup>th</sup> Sept 2024. No Further extension will be given beyond the last date as per regulations 22OMB5.14.

- Two hard copies of the reports (**with Royal Blue coloured cover page**) to be prepared, one copy for student and another copy to be stored at college and softcopy in **PDF format** should be uploaded by the Head of the department on or before 29<sup>th</sup> Sept 2024 for New 2022 scheme in study year 2024 and for 2020 scheme in study year 2023 ([www.mbathesis.vtu.ac.in](http://www.mbathesis.vtu.ac.in)).
- **Project report must be submitted on or before 29<sup>th</sup> Sept 2024 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 50 marks for CIE to be entered in IA Portal online.
  - 2) **SEE Marks**: There will be 50 marks for exam (Average of evaluation of project out of 25 marks, independently by Internal Guide and External Examiner) and 25 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 and Business Analytics. 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 22OMB5.10 and 20OMB5.10 (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](http://www.mbathesis.vtu.ac.in) on or before 29<sup>th</sup> Sept. 2024.

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.

REGISTRAR (EVALUATION) P.T.O

13/09/24

**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](http://www.mbathesis.vtu.ac.in) on or before **29<sup>th</sup> Sept 2024**.
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 in **Drilbit plagiarism detection software** as per the Notification **Ref No. VTU/BGM/Exam\_Ph.D/2022-2023/65 dated 15 MAY 2023**.
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 <=10%**).
5. If the APC Project report indicates plagiarism index **>10%** 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 **>10%** 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. 260/- Per report**.
- For Viva-Voce – **Rs. 500/- Batch Minimum (05 students)/examiners, with minimum 3 batch per day**. (Viva-Voce Examination per **Extra** candidate per examiner/candidate is **Rs- 60/-**).
- 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)**

*[Handwritten Signature]*

*[Handwritten Date: 11/9/24]*

**2. Report Evaluation by the Guide & External Examiner.**

**Average of the marks awarded by the two Examiners shall be the final evaluation marks for the Dissertation.**

Visvesvaraya Technological University

Marks Sheet for MBA Project Work (22MBAPR407)

Name of the College:

College Code:

External Evaluation Marks Allocation for Project Work (22MBAPR407)

Sl.No.	Aspects	Marks
1	Introduction & Relevance of the project	5
2	Conceptual background and literature review	5
3	Research design	5
4	Analysis and interpretation	5
5	Summary of findings, suggestions and conclusion	5
<b>Total</b>		<b>25</b>

**Marks Sheet**

Sl.No.	USN	1	2	3	4	5	Total
1							
2							
3							
4							
5							

Signature of External Examiner with affiliation

**Note:**

1. Total External Evaluation Marks of the Project report should be uploaded to VTU by the External examiner appointed by VTU after thorough evaluation of the project report and the copy of the mark sheet downloaded after the entry must be sent to VTU along with the remuneration bill.

**3. Viva-Voce Examination to be conducted by the HOD/ Guide and an External examiner from the Industry/ Institute (Joint Evaluation)**

**Visvesvaraya Technological University**

**Marks Sheet for MBA Project Work (22MBAPR407)**

**Name of the College:**

**College Code:**

**Viva voce Marks Allocation for Project Work (22MBAPR407)**

**(Viva voce conducted by HOD/Internal Guide and an Expert from VTU.)**

Sl.No.	Aspects	Marks
1	Presentation and Communication Skills	5
2	Subject knowledge	5
3	Objectives of the study and Methodology	5
4	Analysis using statistical tools and statistical packages	5
5	Findings and appropriate suggestions	5
<b>Total</b>		<b>25</b>

**Marks Sheet**

Sl.No.	USN	1	2	3	4	5	Total
1							
2							
3							
4							
5							

Signature of Internal Examiner

Signature of External Examiner with affiliation

**Note:** Marks may be finalized based on the joint evaluation by internal examiner and External examiner.