Visvesvaraya Technological University
(State University of Government of Karnataka Established as per the VTU Act, 1994)
"Jnana Sangama" Belagavi-590018, Karnataka, India

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Ref No / VTU/EXAMPG / 2025-2026/ *903*

Date : **23 SEP 2025**

CIRCULAR

Sub: Online submission of MBA/MBA(DM) Final Semester project reports– reg.

With reference to the above subject, the following are the details for the online submission of MBA/MBA(DM) final semester project reports in our **New Portal (https://thesis.vtu.ac.in/).**

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 **25th *Sept to 11th Oct 2025*.** No Further extension will be given beyond the last date as per regulations 22OMB5.14.

- Two hard copies of the reports (**with Royal Blue colored 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 in the thesis portal (**https://thesis.vtu.ac.in/**).

- Project report to be uploaded through above mentioned portal on or before **11th October 2025** to be eligible for the award of ranks and Degree.

- **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

- At the time of uploading the thesis, HoD May choose the **senior most faculty (with more than 5 year experience)** as internal Guide.

- The Viva-voce examination of the candidate shall be conducted by the external examiner and internal examiner/guide as per Regulations 22OMB5.10 .

- 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.

- **Enclosed Login Instructions.**

Online uploading of Project Reports.

Upload the Project Reports through the portal **https://thesis.vtu.ac.in/** on or before 11th October 2025.

Sd/-
REGISTRAR (EVALUATION)

To,
The Principals of Constituent and Affiliated Engineering Colleges offering MBA Program.
The Chairpersons and Program Coordinators of VTU University Departments.

Copy to: The Incharge Regional Directors of VTU Regional Offices, for information and needful.

REGISTRAR (EVALUATION) P.T.O

<u>Plagiarism check has been introduced for the Project Report submitted to the University for the partial fulfillment of Award of Degree of MBA programme.</u>

1. Upload the Project report through the portal **https://thesis.vtu.ac.in/** on or before **11ᵗʰ October 2025.**

2. The Project report shall be sent for plagiarism check using **Drilbit plagiarism detection software** as per the Notification **Ref No. VTU/BGM/Exam_Ph.D/2022 -2023/65 dated 15 MAY 2023. Maximum permitted limit for Plagiarism is =<10%**

3. Maximum permitted limit for Plagiarism is =<10% ACP (plagiarism **index <=10%).**

4. 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)

5. 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)

   <u>The following precaution may be taken before uploading the Project report.</u>

   ➢ The first pdf should contains scanned signed **Certificate/Company Certificate/ acknowledgement/declaration/ Table of contents (Only <u>Report cover page need to be in a PDF format.</u>)**

   ➢ 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 100MB**.
   ➢ Maximum number of report **pages 300**.
   ➢ pdf report should not be **password protected**.
   ➢ Certificate should not be in a image format.
   ➢ 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.
   ➢ 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 (<u>05 students</u>)/examiners, with minimum 3 batch per day**. (Viva-Voce Examination per <u>Extra</u> 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 **sent to the respective regional office.**

REGISTRAR (EVALUATION)

Login Instructions
(https://thesis.vtu.ac.in)

A. College Principal :

1. The college should use Prexam Principal login credentials. (Format : CollegeCode + VTU, Ex : **VXVTU**) to login into the portal.

2. If college has **Forgot** Principal password, write a email to *faculty@vtu.ac.in* from principal official email address.

3. The principal need to change password during first login if **Fresh Password** is issued from the university in **Faculty Portal.** URL : *https://faculty.vtu.ac.in/*

B. College Department :

1. The college should use Prexam Department login credentials. (Format : RegionCode + CollegeCode + BranchCode, Ex : **2VXMBA**) to login into the portal.

2. If college has **Forgot** Department password, write a email to *faculty@vtu.ac.in* from principal official email address.

3. The department need to change password during first login if **Fresh Password** is issued from the university in **Faculty Portal.** URL : *https://faculty.vtu.ac.in/*

C. Guide :

i. **College Faculty :**

1. The Guide should use Faculty login credentials to login into the portal.

2. The Faculty ID should be **ACTIVE** and **Approved** by the principal of the college.

3. If guide has **Forgot** Secret Code, kindly visit *Forgot Secret Code* link in faculty portal, URL : *https://faculty.vtu.ac.in/*

For any Support Email to :

exampg@vtu.ac.in

Note:
1. Total Internal Evaluation Marks of the Project report should be sent along with the other subject internal marks and the above marks sheet should be maintained by the Department/Institution for verification on demand.
2. Total Internal Evaluation Marks of the Project report should be uploaded to VTU by the Internal guide after thorough evaluation of the project report and the copy of the mark sheet downloaded after the entry must be maintained in the department as well as sent to VTU along with the remuneration bill.

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
	Total	**25**

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
	Total	**25**

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.