

(Title of the Report)

Submitted by

(Student Name)  
(USN)

Submitted to  
VISVESVARAYA TECHNOLOGICAL UNIVERSITY, BELGAVI  
In partial fulfillment of the requirements for the award of the degree of

MASTER OF BUSINESS ADMINISTRATION

Under the guidance of

INTERNAL GUIDE  
(Name & Designation)

EXTERNAL GUIDE  
(Name & Designation)

(Institute Logo)

Department of MBA  
(Institute Name with Address)  
(Month & Year of submission)

### CERTIFICATE

This is to certify that (Name of the Student) bearing USN (xxxx), is a bonafide student of Master of Business Administration course of the Institute (Batch), affiliated to Visvesvaraya Technological University, Belgaum. Project report on "(Title of Report)" is prepared by Him/her under the guidance of (Name of the Guide), in partial fulfillment of the requirements for the award of the degree of Master of Business Administration of Visvesvaraya Technological University, Belagavi Karnataka.

Signature of Internal Guide

Signature of HOD

Signature of Principal

### DECLARATION

I, (Student Name), hereby declare that the Project report entitled "(Title)" with reference to —(Organization with place) prepared by me under the guidance of (Guide Name), faculty of M.B.A Department, (Institute name) and external assistance by (External Guide Name, Designation and Organization). I also declare that this Project work is towards the partial fulfillment of the university Regulations for the award of degree of Master of Business Administration by Visvesvaraya Technological University, Belgaum. I have undergone a summer project for a period of Twelve weeks. I further declare that this Project is based on the original study undertaken by me and has not been submitted for the award of any degree/diploma from any other University / Institution.

Place:

Signature of the Student

Date:

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**BOOKS:**

Name of the Author, Title of the Book, Name of the Publisher, Edition, year of Publication.

**ARTICLES:**

Name of the Author, Title of the article, Name of the Journal, Volume/Issue Number, Year, Page Number (pp).

**WEBLIOGRAPHY**

Name of the Author, Title of the article. Retrieved on dd/mm/yyyy from URL.

**BIBLIOGRAPHY**

**MARKS SHEET FORMATS**

**1. Internal Assessment by the Guide- Based on three Presentations by Students**

**Visvesvaraya Technological University**

**Marks Sheet for MBA Project Work (20MBAPR407)**

Name of the College:

College Code:

Internal Marks Allocation for Project Work (20MBAPR407)

SL No	Aspects	Marks Allotted
1	First Presentation	5
2	Second Presentation	5
3	Third Presentation	5
4	Introduction and Methodology	5
5	Industry and Company Profile	5
6	Theoretical background of study	5
7	Data analysis and interpretation	5
8	Summary of findings, suggestions and conclusion	5
<b>Total</b>		<b>40</b>

**Marks Sheet**

Sl. No	USN	1	2	3	4	5	6	7	8	Total
1										
2										
3										
4										
5										

Signature of the Internal Guide with Name, Address & Date

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 (20MBAPR407)**

Name of the College:

College Code:

External Evaluation Marks Allocation for Project Work (20MBAPR407)

SL No	Aspects	Marks Allotted
1	Introduction & Relevance of the project	5
2	Conceptual background and literature review	5
3	Research design	5
4	Analysis and interpretation	10
5	Summary of findings, suggestions and conclusion	5
Total		30

**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)**



**Vishvesvaraya Technological University**  
**Marks Sheet for MBA Project Work (20MBAPR407)**

Name of the College:

College Code:

Viva voce Marks Allocation for Project Work (20MBAPR407)

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

SL No	Aspects	Marks Allotted
1	Presentation skills	5
2	Communication skills	5
3	Subject knowledge	5
4	Objectives of the study and Methodology	5
5	Analysis using statistical tools and statistical packages	5
6	Findings and appropriate suggestions	5
	<b>Total</b>	<b>30</b>

**Marks Sheet**

Sl. No	USN	1	2	3	4	5	6	Total
1								
2								
3								
4								
5								

Signature of Internal Exam

Signature of External Examiner with affiliation

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

