

PROJECT GUIDELINES FOR 4TH SEMESTER 2024 BATCH MBA STUDENTS

As part of your 4th semester MBA curriculum, you will be guided by an assigned faculty member throughout your project work. Please read and follow the instructions below carefully:

Scheduled Project Guidance Sessions

You must attend three mandatory project guidance sessions with your assigned guide. All sessions will be held from 8.30 AM to 9.20 AM.

The dates for the sessions are as under

- **1st Session:** 30th November 2025
- **2nd Session:** 15th February 2026
- **3rd Session:** 29th March 2026

1. First Session – Introductory

- Understand the project topic
- Learn project guidelines and expectations
- Get started with the initial steps

2. Second Session – Progress Review

- Share your progress with your guide
- Receive feedback and corrections
- Clarify the next steps in the process

3. Third Session – Final Review

- Submit your draft for final review
- Receive final suggestions for improvement
- Get approval for final submission

Attendance for all three sessions is MANDATORY. Missing any session may affect your project evaluation.

Regular Communication with Your Guide

- Stay in touch regularly via calls, WhatsApp, or email.
- Update your guide on your progress and seek timely feedback.
- If you face any issues, contact your guide or the PU-LCS office immediately.

Final Project Report & Evaluation

- Submit a complete and error-free final report to your guide.
- Ensure your guide has approved your report before submitting the hard copy.

Important Rules to Follow

- No home or institute visits: Do not visit your guide's personal residence or institution.
- Guides will be physically present during all three sessions. Please respect their time and professionalism.

Submission Deadlines

Last date without fine: (will be informed)

With late fine: (will be informed)

For further details, please refer to the official guidelines document:

Project Work Guidelines

<https://www.loyolacollege.edu/pulc/docs/ProjectWorkGuidelines.pdf>

If you have any questions or doubts, don't hesitate to contact your guide or the PU-LCS office. All the best with your project!