

**J.D. Birla Institute  
Departments of Commerce**

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**NOTICE**

Students are hereby asked to note the following procedure for Project submission will be according to the following deadlines:

Serial No.	Particulars of Submission	Date of Submission
1.	Soft copy of the Project report to be mailed to the College Principal on her formal ID.	11 <sup>th</sup> June, 2018
2.	One hard copy (soft bound) of the Project report to be submitted to the Principal along with requisite fee of Rs.150/-	16 <sup>th</sup> July, 2018 at 10.30am
3.	Open viva-voce by External Examiner (students will have to present their research work through PPT)	20 <sup>th</sup> July, 2018
4.	Three hard copies (soft bound) of the corrected / revised Project reports along with a soft copy on the CD to the Principal. The CD must also contain the research work based on the Project that has been converted into a paper format	27 <sup>th</sup> July, 2018 At 10.30 am

1. The CD containing the soft copy of the research work should have all the necessary information (name of the student, department, roll number & topic) written on it.
2. The soft copy of the research work should be in one word file with all chapters arranged one after the other. **Do not submit a PDF File.**
3. List of recommendation(s), if any of the external-examiner must be attached, in a separate page, to the bound Project report.
4. Change, if suggested by the external-examiner must be incorporated in the Project and the corrected version submitted to the Principal within seven days from the date of the examination (viva-voce).




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**Principal**  
**Prof. (Dr.) Deepali Singhee**

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Secretary, Research Committee