



No: KSOU/No/221/2025-26

Date: 02.03.2026

**CIRCULAR**

**4<sup>th</sup> Semester, January**  
**Cycle (2023-24)**  
**Final Project Submission Date**

Dear Students,

We hope this message finds you well. This is to remind all the students that the final project report submission deadline to be made during the **4<sup>th</sup> semester for the M.Com. January Cycle (2023-24 batch) is finalized by the Department.** As per the academic calendar the final project report must be submitted **on or before 20<sup>th</sup> of March, 2026.** There will be no further extension. It is crucial to adhere to this deadline to ensure that your work is evaluated and you receive your result on time. After getting confirmation from the department regarding your project approval letter, start the project immediately. There will be no further extension of the deadline for submitting the project.

**Please take note of the following guidelines for submission:**

1. **Format:** The project report should be **typed and formatted** according to the project guidelines as provided by us as available in the website.
2. **Submission Method:** Prepare 2 copies of the project report. **Send 1 copy of the project to the Department retain 1 copy with you and bring it on the day of Viva-Voce exam along with your hall ticket.**
3. **The project has to be soft binded (Lux Green color only). Spiral binding and Hard binding are not allowed. Project report should be printed on one side bond sheet (A4 size only).**
4. **It is mandatory to enclose the following documents in the project that you submit to the Department:**
  - a. **The original student copy of the project approval letter**
  - b. **Guide certificate (Original) signed by the guide along with the seal.**
  - c. **Original Company Certificate signed by the manager with seal (If done in Company).**
  - d. **Chairperson Certificate.**
  - e. **Declaration signed by student.**
  - f. **Acknowledgement.**

5. In the second copy of the project, it is compulsory to enclose:
- Xerox copy of the student approval letter which is acknowledged by the guide and chairperson.
  - Original Guide certificate signed by guide along with seal.
  - Chairperson's certificate.
  - Original Company Certificate signed by the manager with seal (If done in Company).
  - Declaration signed by student.
  - Acknowledgement.

Note: The second copy of the project should also be soft binded (Lux Green Color only) and bought on the date of Viva-Voce Examination.

For any clarification regarding project please send mail to below mentioned

Department mail id:

[commerceksou.stud@gmail.com](mailto:commerceksou.stud@gmail.com)

Department Address for correspondence:

The Chairperson,  
Department of Studies and Research in Commerce,  
Hamsa Building, 1<sup>st</sup> Floor,  
Karnataka State Open University,  
Mukthagangothri, Mysuru – 570006

Copy to:

- Dean (Academic), KSOU, Mysuru.
- Nodal Officer to upload the same in the KSOU website.
- Director, KSOU Academic Platform, KSOU, Mysuru.
- Office Copy.

*Chayer R*  
Chairperson 2/3/2  
CHAIRPERSON  
Department of Studies and  
Research in Commerce  
Karnataka Open University  
Mukthagangothri, Mysuru-570 006