

University Project Submission Checklist

Final checklist for MBA, BBA, BCA, MCA and Engineering projects.

Free Student Resource | Editable guidance for academic planning

Prepared for MBA, BBA, BCA, MCA, Diploma and Engineering students who need project report structure, synopsis support, formatting guidance, PPT support and viva preparation.

University Project Submission Checklist

Before submitting your project report, compare your document with the official guideline and your guide feedback.

Checklist Item	Status
Topic approved by guide	Pending / Done
Synopsis approved	Pending / Done
Certificate and declaration added	Pending / Done
All chapters completed	Pending / Done
Tables and figures numbered	Pending / Done
References added	Pending / Done
Plagiarism checked	Pending / Done
PPT prepared	Pending / Done
Viva points revised	Pending / Done

Files Students Should Keep Ready

- Final report in Word format.
- Final report in PDF format.
- Synopsis copy.
- Questionnaire and raw data.
- PPT presentation.
- Guide correction comments.
- Payment or submission acknowledgement if applicable.

Final Review Tip

Read the abstract, objectives, methodology, findings and conclusion once before final submission. These sections are most commonly checked during review and viva.

Academic Note

This document is a student guidance resource. Students should always follow their official university guidelines, guide instructions and academic honesty rules before final submission.