

Guidelines for Evaluation of PG Seminar and Dissertation Work

1. The evaluation of courses, such as seminar, dissertation work, in house projects, Industry internship etc where term work is the component, shall be continuous in the form of presentations, tests, assignment, oral and quality of report write-up.
2. The evaluation of Industry internship/in house projects shall be based on presentation and submission of training reports.
3. There shall be two phases for dissertation work by a student. These shall be referred to as dissertation phase I and phase II. Departmental Dissertation Evaluation Committee (DDEC) shall be constituted by HoD for internal evaluation for a batch of students. DEC shall be composed of guide/s, and two subject experts (nominated by HoD) related to the area of dissertation work.
4. Internal Assessment for term work should be done at least twice in a semester. Phase I shall be in third semester while phase II shall be in fourth semester. Term work of phase I shall involve assessing student work for topic selection, relevant literature survey, scope of work, defined objectives and thereby synopsis approval in the middle of Sem-III. Along with this, internal assessment at the end of semester-III for phase-I shall be conducted to assess the progress of the dissertation work for problem formulation, methodology, experimental work, and results (if any).
5. In mid fourth semester further progress of experimental/modelling/simulation study shall be assessed with more emphasis on results and discussions. At the end of fourth semester, final internal assessment shall be done to assess completion of work with reference to defined objectives, presentation of results and relevant discussions and conclusions for the study.
6. External assessment of ESE for dissertation work by a student shall be in two phases. These shall be referred to as ESE dissertation phase I and II. Evaluation committee for ESE shall comprise of an internal examiner (guide or subject expert from department nominated by HoD) and external examiner (who shall be a subject expert from other college/institute/industry and to be selected by Examination cell from the panel of examiners submitted by the respective department).
7. The competent faculty from other institutes/industry shall be appointed as external examiner for ESE of dissertation work. The panel of subject experts from industry and other reputed institutes with minimum 5 years of experience and preferably with PhD should be prepared by Guide with consultation of HoD. The panel signed by HoD should be submitted to the examination cell by the Department Exam Coordinator (DEC).



8. If the student's performance is found to be not satisfactory at any phase of internal assessment for dissertation work, then he/she shall be given four weeks for improvement. The student with satisfactory performance in internal assessment of phase I and II shall be recommended for external assessment of ESE of semester IV.
9. The internal assessment of dissertation work must be completed on or before 15th June of that academic year. The recommended students shall submit following documents to the examination cell after internal assessment of phase II on/or before 15th June.
 - a. Internal Assessment Completion Certificate in prescribed format (Annexure-A).
 - b. Soft copy of Synopsis and dissertation report.
 - c. Synopsis
 - d. The draft spiral bound copy of dissertation
 - e. Plagiarism report
 - f. Hall ticket of Sem-IV examination
10. Maximum one month extension after the due date i.e. 15th July, may be allowed for submission of above documents for medical/other genuine reasons recommended by HoD and Principal. However, the student shall pay prescribed late submission fee in addition to the fee paid towards examination. If it is not possible to complete the dissertation work within the allowed extension of one month, the student shall register by paying the prescribed fee for the next semester to complete the work.
11. The soft copy of the dissertation report shall be sent to the external examiner at least eight days prior to the date of ESE along with the evaluation sheet. The responsibility of sending the soft copy to the external examiner shall lie with the Guide/internal examiner of ESE.
12. M. Tech. dissertation evaluation shall be carried out by both internal examiner /guide and external examiner by referring to the rubrics developed. The sealed evaluation reports of the guide and external examiner should be submitted to the examination cell by the department examination coordinator.
13. Final hard bound copy of dissertation report in prescribed format incorporated with all necessary corrections suggested during ESE of semester IV shall be submitted to the department and examination cell within 10 days after ESE.
14. The result will be declared by the Examination Cell only after the receipt of a hard copy of dissertation report provided that the student earned the required credits for M Tech degree as per institute academic norms and not having any dues of the institute.


Controller of Examination




Principal

Internal Assessment Completion Certificate

It is certified that Mr/Mrs.....
Enrolment Number.....of M Tech-II (Civil/Computer/Mechanical Engineering)
with specialisation..... have completed the all internal
assessment of dissertation work required for M. Tech. Degree as per the Institute academic rules.
He/ She fulfils the institute academic norms required for appearing to Viva/oral End Sem
Examination of dissertation work. The dissertation work submitted by the student is satisfactory
and is original & follows the UGC (promotion of academic integrity and prevention of plagiarism
in higher educational institutions) regulations, 2018.

Date-

Guide

Department PG Coordinator

Head of Department

