



श्री माता वैष्णो देवी विश्वविद्यालय
SHRI MATA VAISHNO DEVI UNIVERSITY

Kakryal, Katra-182320, Jammu & Kashmir
Recognized under Section 2(f) & 12(B) of the UGC Act, 1956
registrar@smdvu.ac.in

Ref. No.: SMVDU/AA/20/1159

Date: 1st June, 2020

NOTIFICATION

Sub: Methodology for Completion of Major Project work/ Dissertation/ Jury for Final Year (Terminal) students & Evaluation mechanism for the same in view of current circumstances, for Even Semester, Session 2019-20

Reference: Minutes of Meeting of Heads & Deans & Section Heads held on 26th May 2020.

With reference to the UGC Guidelines on Examinations and Academic Calendar for the Universities in View of COVID-19 Pandemic and Subsequent Lockdown dated 29th April 2020 and the recommendations made in the Minutes of Meetings of the Board of Studies of the Schools and the subsequent discussions held during the meeting, the following methodology & evaluation mechanism is notified with respect to the Project work/Dissertation/Jury for Final Year (Terminal) students:

For Students of B.Tech. Program- Batch 2016 (Final Year):

- a) As per UGC advisory, the project may use secondary data as obtaining experimental/simulation based analysis may not be feasible in many cases. However, the focus of the project report shall primarily be on the following aspects:
 - i. Introduction & Literature Survey
 - ii. Objectives of the Project
 - iii. Proposed Design Hardware/Software in detail i.e. Methodology
 - iv. Analysis (if available)
 - v. Conclusion & Future Work
- b) The format for the Project report will be circulated to the students (through UG Coordinator) at the earliest and the faculty guides/Internship guide be deeply involved in the monitoring of the preparation of the report at all stages. The format must contain the formats of all certificates etc. along with direction regarding Font and spacing, margins etc.
- c) A PDF copy of the final Project report will be required to be submitted by the students to the Head of School, through UG Coordinator & faculty guide, not later than 20th June 2020. A plagiarism check must be done to ensure that the report meets the similarity index criteria of at-most 10% and this similarity report should be included as part of the pdf report.
- d) In case, the student is on internship, his/her project will be evaluated after its completion and submission of certificate from the organization where Internship was being done. However, student would be required to inform the Head of School through the Internal Supervisor by 20th June 2020 regarding the status of the internship.
- e) In case a student does not wish to be evaluated now as the work may not be complete and may require more time, they can request for award of X grade in which case, extended time can be granted as under rules (Till 1st Week of commencement of next semester). This will require an application to the Head of School, from the students in the group/student pursuing internship, requesting for grant of X grade, through the guide and UG Project coordinator.
- f) The Project report shall be sent to external examiner for evaluation (through UG Project Coordinator under guidance of Head of School); however the evaluation rubric of the report shall be clearly defined



श्री माता वैष्णो देवी विश्वविद्यालय
SHRI MATA VAISHNO DEVI UNIVERSITY

Kakryal, Katra-182320, Jammu & Kashmir
Recognized under Section 2(f) & 12(B) of the UGC Act, 1956
registrar@smdvu.ac.in

and accompany the Project reports with a proper covering letter explaining the circumstance and the enclosed evaluation rubric. Approval of the competent authority shall be required to be obtained for the external examiners.

- g) The student will be required to submit a presentation (live On-line or via e-mail) and undergo a viva exam, to be taken by a committee to be constituted by the Head of School.
- h) The viva, by the same committee, would be conducted via On-line mechanism like Google Meeting, Skype, Zoom etc. or over the phone, in case of network issue.
- i) The break-up of the marks will be as under:
 - i. Project Guide: 50 Marks (For Major Project) / 25 each for Faculty Guide & Internship Guide (For Internship students)
 - ii. External Expert: 20 Marks (The marks out of hundred will be requested from the external expert and then normalized w.r.t. 20 in compiling the grade sheet. The external examiner shall be provided a rubric indicating the distribution of the marks of the various sections of the report)
 - iii. Presentation & Viva Evaluation by Committee: 30 Marks

For Students of M.Tech. Program- Batch 2018 (Final Year), M.Sc.(Biotechnology)-Batch 2018 (Final Year), 5 Year Integrated M.Sc.(Economics)- Batch 2015 (Final Year):

- a) As per UGC advisory, the project may use secondary data as obtaining experimental/ simulation based analysis may not be feasible in many cases. However, the focus of the project report/Dissertation shall primarily be on the following aspects:
 - i. Introduction & Literature Survey
 - ii. Objectives of the Project
 - iii. Proposed Design Hardware/Software in detail i.e. Methodology
 - iv. Analysis (if available)
 - v. Conclusion & Future Work
- b) The format for the Project report/Dissertation will be circulated to the students (through PG Coordinator) at the earliest and the faculty guide(s) be deeply involved in the monitoring of the preparation of the report at all stages. The format must contain the formats of all certificates etc. along with direction regarding Font and spacing, margins etc.
- c) A PDF copy of the final Project report/Dissertation will be required to be submitted by the students to the Head of School, through PG Coordinator & faculty guide, not later than 25th June 2020. A plagiarism check must be done to ensure that the report meets the similarity index criteria of at-most 10% and this similarity report should be included as part of the PDF report.
- d) In case of M.Tech. students only - The student shall be required to submit a good quality Survey Paper/Paper based on the Dissertation work done, along with the PDF of the Dissertation to the concerned guide, which can then be sent to a conference / journal later (The faculty guide will verify the receipt of this paper before forwarding the copy of the dissertation)
- e) In case a student does not wish to be evaluated now as the work may not be complete and may require more time, they can request for award of X grade in which case, extended time can be granted as under rules (Till 1st Week of commencement of next semester). This will require an application to the Head of School, from the student, requesting for grant of X grade, through the guide and PG coordinator.
- f) The Project report/ Dissertation shall be sent to external examiner for evaluation (through PG Coordinator under guidance of Head of School); however the evaluation rubric of the report shall be



श्री माता वैष्णो देवी विश्वविद्यालय
SHRI MATA VAISHNO DEVI UNIVERSITY

Kakryal, Katra-182320, Jammu & Kashmir
Recognized under Section 2(f) & 12(B) of the UGC Act, 1956
registrar@smdvu.ac.in

clearly defined and accompany the Project reports/Dissertation with a proper covering letter explaining the circumstance and the enclosed evaluation rubric. Approval of the competent authority shall be required to be obtained for the external examiners.

- g) The student will be required to submit a presentation (live On-line or via e-mail) and undergo a viva exam, to be taken by a committee to be constituted by the Head of School.
- h) The viva, by the same committee, would be conducted via On-line mechanism like Google Meeting, Skype, Zoom etc. or over the phone, in case of network issue.
- i) The break-up of the marks shall be as under:
 - i. Project Guide: 30 Marks (40 Marks for M.Sc./Integrated M.Sc.)
 - ii. External Expert: 30 Marks (The marks out of hundred will be requested from the external expert and then normalized w.r.t. 30 in compiling the grade sheet. The external examiner shall be provided a rubric indicating the distribution of the marks of the various sections of the report)
 - iii. Viva by Committee: 30 Marks
 - iv. Marks based on Grade obtained in Project Phase-I in 3rd Semester – 10 Marks (For M.Tech. only)

The requirement of publication of a paper in a Journal/Conference, for M.Tech. Batch 2018, which is a Degree award requirement, is waived off, as a once time exception. However, in case a student has completed this requirement, the Committee conducting the viva will consider this achievement at the time of award of marks.

For Students of M.B.A. Program- Batch 2018 (Final Year):

- a) As per UGC advisory, the dissertation project may use secondary data as obtaining experimental/simulation-based analysis/ survey data may not be feasible for all the students.
- b) The format for the Project report/Dissertation shall be circulated to the students (through PG Coordinator) at the earliest and the faculty guide(s) be deeply involved in the monitoring of the preparation of the report at all stages. The format must contain the formats of all certificates etc. along with direction regarding Font and spacing, margins etc.
- c) A PDF copy of the final Project report/Dissertation will be required to be submitted by the students to the office of the Head of School, through the Coordinator & faculty guide, not later than **25th June 2020**. A plagiarism check must be done to ensure that the report meets the similarity index criteria of at-most 10% and this similarity report should be included as part of the PDF report.
- d) In case a student does not wish to be evaluated now as the work may not be complete and may require more time, she/he can request for award of X grade in which case, extended time can be granted as under rules (Till 1st Week of commencement of next semester). This will require an application to the Head of School, from the student, requesting for grant of X grade, through the guide and PG coordinator.
- e) The break-up of the marks shall be as under:
 - i. Project Guide: 30 Marks
 - ii. Evaluation by Internal Committee comprising of SoB faculty members: 50 Marks
 - iii. Mid Semester Evaluation of dissertation already done to be considered worth 20 Marks

The requirement of publication of a paper in a Journal/presentation in a Conference, for MBA Batch 2018, which is a Degree award requirement, will be deemed to have been met in case the student presents his/her work in a Webinar, the certificate for which has to be submitted as record.



श्री माता वैष्णो देवी विश्वविद्यालय
SHRI MATA VAISHNO DEVI UNIVERSITY

Kakryal, Katra-182320, Jammu & Kashmir
Recognized under Section 2(f) & 12(B) of the UGC Act, 1956
registrar@smdvu.ac.in

For Students of M.A.(English) Program- Batch 2018 (Final Year):

- a) As per UGC advisory, the project may use secondary data as obtaining experimental/simulation based analysis may not be feasible or may encounter limitations.
- b) The format for the Project report/Dissertation shall be circulated to the students (through Coordinator) at the earliest and the faculty guide(s) be deeply involved in the monitoring of the preparation of the report at all stages. The format must contain the formats of all certificates etc. along with direction regarding Font and spacing, margins etc.
- c) A PDF copy of the final Project report/Dissertation will be required to be submitted by the students to the Head of School, through the Coordinator & faculty guide, not later than **25th June 2020**. A plagiarism check must be done to ensure that the report meets the similarity index criteria of at-most 10% and this similarity report should be included as part of the PDF report.
- d) In case a student does not wish to be evaluated now as the work may not be complete and may require more time, she/he can request for award of X grade in which case, extended time can be granted as under rules. This will require an application to the Head of School, from the student, requesting for grant of X grade, through the guide and PG coordinator.
- e) The student will be required to submit a presentation (live On-line or via e-mail) and undergo a viva exam, to be taken by a committee to be constituted by the Head of School.
- f) The viva would be conducted via On-line mechanism like Google Meeting, Skype, Zoom etc. or over the phone, in case of network issue.
- g) The break-up of the marks shall be as under:
 - i. Project Guide: 60 Marks
 - ii. Evaluation of Report by Committee: 20 Marks
 - iii. Viva by Committee: 20 Marks

For Students of B.Arch. Program- Batch 2015 (Final Year):

As per CoA advisory and the recommendations of the Board of studies of SoALD, the following methodology for completion and evaluation of the Thesis shall be followed:

- a) Students shall continue to work under close coordination with their respective guides who shall be deeply involved in guiding the preparation of the Thesis
- b) The joint evaluation of the 3rd& 4th Stage of Jury of design work and report evaluation (as per template) shall be tentatively conducted towards the Middle of July 2020 and the last date of submission of the work shall be communicated accordingly by Head, SoALD well in advance.
- c) The mode of submission, presentation and conduct of viva by Jury shall be communicated by the university, well in advance, keeping the emerging situation in view.
- d) The weight age of the evaluation of the joint 3rd& 4th Stage (Total 75% of 200 marks) of the Thesis shall be as under:
 - i. Internal evaluation by faculty guide: 25% of 200 Marks
 - ii. External evaluation: 50% of 200 Marks

The evaluation of the 1st& 2nd Stage has already been conducted (25% of 200 marks)



श्री माता वैष्णो देवी विश्वविद्यालय
SHRI MATA VAISHNO DEVI UNIVERSITY

Kakryal, Katra-182320, Jammu & Kashmir
Recognized under Section 2(f) & 12(B) of the UGC Act, 1956
registrar@smdvu.ac.in

- e) In case a student does not wish to be evaluated as the work may not be complete and may require more time, she/he can request for award of X grade in which case, extended time can be granted as under rules (Till 1st Week of commencement of next semester). This will require an application to the Head of School, from the student, requesting for grant of X grade, through the guide.

Sd/-
Registrar

Copy to:

1. All Deans/ HoD's, for information and compliance and circulation among all Faculty Members for information and for information of students.
2. Faculty I/C Examination
3. PS to VC, for kind information of the Hon'ble Vice Chancellor.
4. I/c Website, or information and uploading of the same on the University website.
5. Concerned File.