J.B INSTITUTE OF ENGINEERING & TECHNOLOGY
(UGC Autonomous)

19-05-2020

CIRCULAR

It is to inform the students IV B.Tech – II Semester the project viva-voce shall be conducted online from **22-05-2020 to 28-05-2020.** The actual date and time of project viva-voce shall be informed by the concerned Head of the Department. Students shall submit the soft copy of the Project Report to the Department by email. The detailed guidelines to be followed for conduct of the Project viva voce are given in the annexure enclosed.

Copy to:

- ✓ *All HODs*
- ✓ *Notice board , website*
- ✓ *Principal's office for filing*

PRINCIPAL

<u>*GUIDELINES FOR CONCUCT OF PROJECT VIVA-VOCE EXAMINATION*</u>

1. The Department may decide video conferencing platform of their convenience for conducting project viva-voce in consultation with External Examiner.

2. The order copies of external examiner appointed will be sent to the HODs by email.

3. An online internal evaluation shall be carried out for 10 marks out of 25 project internal marks, at least one day before the external project viva-voce examination. The remaining 15 marks shall awarded based on the performance in the reviews conducted during the project period.

4. Students shall submit one soft copy of their project to the Department HOD's email on or before 21-05-2020. The HODs should arrange for saving of soft copies of the project report section wise and to be emailed to the external examiner, along with a separate list of projects in the format enclosed.

5. HODs should communicate the date and time of online project viva-voce to the students.

6. The team of project evaluation should comprise of external examiner, Head of the Department, project supervisor and a senior faculty member.

7. The video of project viva voce proceedings must be recorded in two Video CDs, a copy shall be preserved in the Department as a record and another copy shall be submitted to the examination branch.

8. Project supervisor should ensure that all the students of the batch are present at the time of online viva voce. While recording set the video in tile view and ensure that all the members of the project team and examiners are captured in the video.

9. Student should submit hard copies of the project report in the college after reopening of the college and also shall take signatures of HOD, project supervisor on the bonafide certificates of their personal copies.

10. The external marks awarded shall be submitted to the examination branch immediately in the format provided by the examination branch (Format will be mailed to the HODs email).

PRINCIPAL