	MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE		
	SOP FOR PROJECT GUIDES		
	Issue No : 01	Revision No: 00	Doc. No: EOMS-MITS/SOP/41
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Objective: To elaborate the procedure for Guiding Student projects


Responsibility:

- All the Project Supervisors.
- Project Coordinators.
- Final year B.Tech students
- Heads of the respective Departments

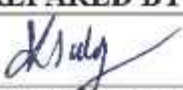
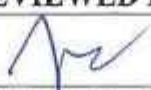
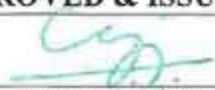
Procedure:

Sl	Activities	Responsibility	Target Dates/Days
1.	UG students are to decide on their team members for their final semester project with their proposed project domain and title.	Final year B.Tech students, Project Coordinators.	2 nd week of July
2.	HODs shall allocate the Project Supervisors based on their area of expertise.(not more than 3 batches allotted to a supervisor)	HoDs	3 rd week of July
3.	Ensuring that students have regular discussion meetings with their Project guides.	Project Supervisors, Project Coordinators, HoDs	Every week starting from July till April
4.	Verification of Student project log book.	Project Supervisors.	On Every project discussion meet.
5.	Approval of PPT: Abstract, Existing, Proposed system.	Project Supervisors.	Before 0 th review Before 1 st review Before 2 nd review Before final viva-voce
6.	Preparation of faculty panel list, timing and venue for review.	Project Coordinators, HoDs	2 days prior to every

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7.	Organizing project reviews: 0 th review, 1 st review, 2 nd review	Project Supervisors, Project Coordinators,	From start of semester, Within 3 weeks Within 6 weeks Within 11 weeks
8.	Displaying approved review marks to the students.	Project Coordinators, HoDs	Within 2 days from each review
9.	Preparing schedule for Redo students (Insufficient content, Plagiarism, poor presentation / Genuine Absentees)	Project Coordinators, HoDs	Next day of review
10.	Organizing final project viva-voce.	Project Coordinators, HoDs	Within 16 Weeks from the start of semester
11.	Evaluation of Project report submitted in each of the Phase - I & Phase - II.	Project Supervisors, HoDs	1 week before the viva-voce
12.	Ensuring that If a candidate fails to submit the project report on or before the specified deadline, he/she is deemed to have failed in the Project Work and shall re-enroll for the same in a subsequent semester.	Project Coordinators, HoDs	On the same day of viva-voce
13.	Ensuring that If a candidate fails in the viva-voce examinations of Phase-I he/she has to redo the Phase-I in the subsequent semester. If he / she fail in the viva-voce examination of Phase-II he/she shall resubmit the Project report within 60 days from the date of viva-voce. The resubmitted project will be evaluated during the subsequent academic session.	Project Coordinators, HoDs	On the same day of viva-voce.
14.	Collecting copies of the approved project report after the successful completion of viva examinations.	Project Supervisors, Project Coordinators.	On the same day of viva-voce

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