



CIRCULAR

Date: 08/08/2022

Sub: Submission of M.Tech/M.Sc./M.A. Dissertation Reports and Panel of Examiners–reg.

The Dean's of all concerned faculties are requested to make arrangements for the submission of M.Tech/M.Sc./M.A Dissertation Reports of final semester for the Plagiarism Check by 20/08/2022 along with the panel of four examiners and other details as mentioned in the format attached.

Submission of Dissertation report:

1. The students of M.Tech/M.Sc./M.A. 4th semester are required to submit their Dissertation reports in the form of a hard copy and soft copy in PDF format.
2. The submission is to be made within the period mentioned in the notification for it to be eligible for the award of Rank.
3. The project report shall be evaluated by the internal and external examiners separately for 100 marks. The marks awarded by the two examiners shall be taken as average and scaled down to 50.(unless otherwise as mentioned in the regulations of the faculty)
4. Viva-voce of project work shall be conducted jointly by internal and external examiners for 100 marks. The marks awarded by the two examiners shall be taken as average and scaled down to 50 SEE marks.
5. The total marks allocated for evaluation of the Project is 100(Report Evaluation: 50 and Viva-Voce:50)

Project/ Dissertation done outside the parent institution:

1. In case the candidate has carried out the whole or part of the work of the project/dissertation outside the institution(with prior permission from the University), the details of the External Guide should be mentioned compulsorily.
2. The dissertation completion certificate from the Industry/ Research Centre/ Research Laboratory is to be mandatorily attached in the report.

The Panel of Examiners:

1. The Internal Guide shall be appointed from other departments if the dissertation work is interdisciplinary.
2. While proposing the names of External Examiners, the following points are to be considered:
 - a. The Examiners must be working in the same field.

- b. The Examiner may be drawn from other Departments in case the work is of an interdisciplinary type.
- c. There shall be at least one examiner from the industry (In case the project/ dissertation was carried out in the industry) with at least 5years of experience in the industry.
- d. The External Examiner proposed should be at least of the rank of Associate Professor or Selection grade lecturer cadre preferably with Ph. D., if they are from Educational Institutions.
- e. To the extent possible, do not suggest the name of the same examiner for more than three dissertations.

Guidelines for the Preparation of M.Tech/M.Sc Project Report:

1. Project reports should be typed neatly only on one side of the paper with 1.5 or double line spacing on a A4 size bond paper (210 x 297 mm). The margins should be: Left – 1.25", Right – 1", Top and Bottom – 0.75".

2 The total number of reports to be submitted:

Two Copies for the University

One copy for the department

One copy for the concerned guide(s)

One copy for the candidate.

3. Before taking the final printout, the approval of the concerned guide(s) is mandatory and suggested corrections/ modifications, if any, must be incorporated.
4. For making copies Dry tone Xerox is to be used .
5. Each copy of the report must contain
 - a. Inner title page (White)
 - b. Outer title page should be Cream in color with Dark Blue font for Faculty of Engineering with a plastic cover. Blue Color with Golden Font Faculty of Languages with a plastic cover Yellow Color with Red font for Faculty of Science with a plastic cover
 - c. Certificate in the format enclosed both from the college and the organization where the project is carried out.
 - d. An abstract (synopsis) not exceeding 100 words, indicating salient features of the work.
Inner title page
 - e. Abstract or Synopsis
6. The organization of the report should be as follows
 - a. Acknowledgments
 - b. Table of Contents
 - c. List of table & figures (optional) usually numbered in Roman numerical
 - d. Chapters (to be numbered in Roman Numerals)

- i. **Introduction:** This usually specifies the scope of work and its importance and relation to previous work and the present developments, Main body of the report divided appropriately into chapters, sections and subsections.
- ii. The chapters, sections and subsections may be numbered in the decimal form for e.g. Chapter 2, sections as 2.1, 2.2 etc., and subsections as 2.2.3, 2.5.1 etc.
- iii. The chapter must be left or right justified (font size 16). Followed by the title of chapter centered (font size 18), section/subsection numbers along with their headings must be left justified with section number and its heading in font size 16 and subsection and its heading in font size 14. The principal part of the text of the report should have font size 12.
- iv. The figures and tables must be numbered chapter wise for e.g.: Fig. 2.1 Block diagram of a serial binary adder, Table 3.1 Primitive flow table, etc.
- v. The last chapter should contain the summary of the work carried, contributions if any, their utility of the work with the scope for further work.
- vi. Reference: The references should be numbered serially in the order of their occurrence in the text and their numbers should be indicated within square brackets for e.g. [3]. The section on references should list them in serial order in the following format.

For textbooks – A.V. Oppenheim and R.W. Schafer, Digital Signal Processing Englewood, N.J., Prentice Hall, 3rd Edition, 1975.

For papers – Devid, Insulation design to combat pollution problem, Proc of IEEE, PAS, Vol 71, Aug 1981, pp 1901-1907.

Only SI units are to be used in the report. Important equations must be numbered in decimal form for e.g. $V = IZ$ (3.2)

All equation numbers should be right justified.

- 7. The project report should be brief and include descriptions of work carried out by others only to the minimum extent necessary. Verbatim reproduction of material available elsewhere should be strictly avoided. Where short excerpts from published work are desired to be included, they should be within quotation marks appropriately referenced.
- 8. Proper attention is to be paid not only to the technical contents but also to the organization of the report and clarity of the expression. Due care should be taken to avoid spelling and typing errors. The student should note that report-write-up forms the important component in the overall evaluation of the project.

9. Hardware projects must include: the component layout, complete circuit with the component list containing the name of the component, numbers used, etc. and the main component data sheets as Appendix. At the time of report submissions, the students must hand over a copy of these details to the project coordinator and see that they are entered in proper registers maintained in the department.
10. Software projects must include a virus free disc, containing the software developed by them along with the Read me file. Read me file should contain the details of the variables used, salient features of the software and procedure of using them: compiling procedure, details of the computer hardware/software requirements to run the same, etc. If the developed software uses any public domain software downloaded from some site, then the address of the site along with the module name etc. must be included on a separate sheet. It must be properly acknowledged in the acknowledgments.
11. Sponsored Projects must also satisfy the above requirements along with statement of accounts; bills for the same duly attested by the concerned guides to process further, They must also produce NOC from the concerned guide before taking the internal viva examination.
12. The reports submitted to the department/guide(s) must be hard bound, with a plastic covering. Separator sheets, used if any, between chapters, should be of thin paper

Khaja Bandanawaz University
FACULTY OF
Department of

CERTIFICATE

Certified that the project work entitled
carried out by Mr./Ms.....,
UIN....., a bonafide student of
in partial fulfillment for the award of Master of in
of the Khaja Bandanawaz University, Kalaburagi, during the year
..... It is certified that all corrections/suggestions indicated for
Internal Assessment have been incorporated in the Report deposited in the
departmental library.

The project report has been approved as it satisfies the academic requirements in
respect of Project work prescribed for the said Degree.

Name & Signature of the Guide

Name & Signature of the HOD

Signature of the Dean

External Viva

Name of the examiners:

Signature with date

Certificate issued at the Organization where the project was carried out
(On a separate sheet, If applicable)

NAME OF THE INDUSTRY / ORGANIZATION

Address with pin code

CERTIFICATE

Certified that the project work entitled..... carried out
by Mr./Ms UIN..... , a
bonafide student of..... in partial
fulfillment for the award of Master of of
the Khaja Bandanawaz University, Kalaburagi during the year..... It is
certified that, he/she has completed the project satisfactorily.

Name & Signature of the Guide

Name & Signature of the Head of organization

PANEL OF EXAMINERS

Student Details:

Student name:	
UIN:	
Department:	
Contact Number:	
Study Year:	
Postal Address:	
Thesis Title:	
Name of the Guide:	

External Nominations:

1. Name:	2. Name:
Department:	Department:
College name and Address:	College name and Address:
3. Name:	4. Name:
Department:	Department:
College name and Address:	College name and Address: