



**RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY, JAIS**

(An Institute of National Importance Established Under Act of Parliament)

(Jais, Amethi, Uttar Pradesh: 229304, India)

Phone No. +91-535-270-4565/4568/4595

Email: [academic@rgipt.ac.in](mailto:academic@rgipt.ac.in)

Office of the Dean (Academic Affairs)

Date: 10<sup>th</sup> May 2021

Ref No.: RGIPT Jais/IO/2020-21/2

**NOTIFICATION**

**(Guideline for the extended and short term projects)**

Herewith all concerned are notified that, the following guideline shall be followed to run the extended and short term B. Tech. projects applicable to the B.Tech. students admitted in 2018-19 academic year and later.

- For each type of project (extended and short term), a Project Coordination Committee (PCC) shall be constituted by DUGC in consultation with the respective Heads of the Department.
- Committee once constituted shall ordinarily remain unchanged till the completion of the projects.
- The PCC will invite titles of the projects from the faculty members to be offered to the students under extended or short term projects category.
- The student may also submit proposals with the consent of faculty members.
- The list of projects will be communicated to the students well before the commencement of the projects. The students shall study the project and interact with the respective faculty members before sending their preferences.
- Each student may send three preferences to the PCC for consideration.
- The maximum number of students allotted to a faculty member shall be reasonably fixed by the PCC.
- Normally, not more than two supervisors shall be assigned to a student, one of the supervisor may be the other department.
- Once the project is assigned, the students in consultation with his/her supervisor shall submit work plan of the entire duration of the project within two weeks for extended project and one week for short term project from the commencement date of project.
- After receiving the work plan, the PCC shall constitute evaluation panel for each project.
- The evaluation panel once formed will do the monitoring and evaluation of the project for whole duration.
- The supervisor will award mark out of 30 based on performance, the evaluation panel will conduct viva-voce on announced date and award mark out of 70.
- A preliminary evaluation of the extended projects shall be conducted after seven weeks followed by final evaluation after completion of the project.
- The supervisor if already not a member, shall be invited in the evaluation meeting of the student when he/she are examine.

U. Ojha

Dean (Academic Affairs)

Copy to:

- All Heads of Department
- All Convenors, DUGC
- All Faculty Members
- Asst. Registrar, Academic
- The Secretary to the Director, RGIPT
- 3<sup>rd</sup> year B.Tech. students, RGIPT

U. Ojha