

Guidelines for Practical and Dissertation Paper

For uniformity in the manner Practical and Dissertation papers are evaluated across the departments, all HoDs/ICs are requested to follow the following guidelines:

1. Practical and Dissertation papers must be evaluated by external experts. If, for some unavoidable reasons, an external expert fails to report on the day of the evaluation the Principal/HoD/IC may constitute a committee of two experts from within the department, one of who should be the HoD/IC of the department, for conducting Practical and Dissertation Viva-Voce.
2. A panel of subject experts for Practical and Dissertation papers may be submitted by the HoD/IC to the CoE after due approval of BoS, School Boards and Academic Council.
3. For Practical/Dissertation paper ordinarily one expert per department may be invited because of the huge cost of travel and hospitality to be borne by the institution, but for certain subjects where it is unavoidable, one expert per broad area of specialization may be invited.
4. The panel of experts may be changed every three years with the provision for reappointment on merit.
5. If Dissertation is scheduled in the 4th semester, students should be allocated to the faculty members, including Professors on contract, in the beginning of the 2nd semester so that they can pursue their research during the ensuing summer and winter vacations and submit their dissertation by 30th April so that they do not rush around at the last minute for this single paper and ignore other papers. In departments there are no other papers in the final semester the last date for submission of dissertation papers shall be 30th May so that the same can be evaluated in time to enable the CoE to declare the final semester results latest by July 10 for the benefit of the outgoing students.
6. For Practical and Dissertation papers, each student shall be asked to go through mock experiment and viva-voce. The HoD/IC of concerned department shall make necessary arrangement for this before the final semester end-term examination. 75 marks shall be allotted to dissertation and 25 marks to viva-voce.
7. The HoDs/ICs shall conduct the evaluation of Practical and Dissertation papers with the objective of improving the quality of education of their students.