

MS I&E Project: Policy and Procedure

Commencement

The Program Head will send out an email to the students towards the end of the second semester, intimating them the available options of Thesis/Project. Both thesis/project are to be carried out by the individuals. Students who opt for the project, will have to fill PJ-1 form after selecting supervisor and the GEC members.

1. Project Proposal Defense

Panel: Supervisor, GEC(s) and External Members (Investors and Entrepreneurs).

Students will start working on their project proposal in their 2nd semester and will present their start-up idea to the Panel in the first month of fall semester, after approval by the supervisor. The proposal will be graded according to the rubric (Form 01 i-e proposal defense form). The Panel will make a decision if the idea has enough potential to be approved for a start-up. The panel along with approval will set the deliverables (success milestones) for the project. Panel, students and other faculty members can attend the proposal defense.

2. Progress Review Meeting

Panel: Supervisor, GEC(s) and External Members (Investors and Entrepreneurs).

The progress review meetings will be held every six months to gauge the performance of the students and their venture. The students will have a power point presentation to inform the panel about their six months of operations and how far they have met the deliverables (Form 02 i-e progress review form).

3. Project Pre-Defense

After the completion of the project (that is based on the achievement of the deliverables) the student needs to ensure that all the requirements set out in the project guidelines document including the word limit (12,000 words) and formatting are adhered to. The supervisor then needs to approve the project report and send an email to the Programme Head (MS I&E) confirming that the student is ready for pre-defense. Student will send project report to the panel which will be given one month for review and written feedback that is to be sent to the Programme Head. Panel will suggest changes which student will incorporate and send an amended copy the supervisor. Once the supervisor approves the changes, they will send an email to the Programme Head for arranging the defense. Panel, students and other faculty members can attend the proposal defense.

4. Thesis Defense

Defense will include a 20-30 minutes presentation of the completed project including the changes that were made as a result of the pre-defense. After the defense, student will be communicated the outcome. Those who pass the defense, will have to submit the necessary paper work to complete the clearance process and obtain the degree.

After defense

1. The students will get the changes approved by the supervisor only and the supervisor will email the Program Head confirming that the changes are approved.
2. The Program Head will then notify the students for final submission.
3. The supervisor (not the students) will generate the plagiarism report and vet it.

Final submission

Plagiarism certificate to be attached here.

Summary of weightages

| | Proposed (%) | | | | |
|--------------|---------------------|--------------------------|-----------------------|------------------|-----------------|
| | Proposal (15%) | Progress Report (30%) | Final Report (15%) | Defense (40%) | Total (100%) |
| Supervisor | | | | | |
| GEC-I | | | | | |
| GEC-II | | | | | |
| Industry rep | | | | | |