



Hindusthan College of Engineering And Technology
Approved by AICTE, New Delhi, Accredited with 'A' Grade by NAAC
(An Autonomous Institution, Affiliated to Anna University, Chennai)
Coimbatore – 641 032



OFFICE OF THE CONTROLLER OF EXAMINATIONS


HICET/PROJECT VIVA/SEP 2020

Date : 19.09.2020

CIRCULAR

The HODs are requested to instruct the Autonomous Coordinators to prepare the schedule for final year Project Viva-voce of all UG/PG programmes as per the guidelines given below as per Anna University directions.

1. Schedule for the conduct of Viva-Voce Examinations is from 23.09.2020 to 26.09.2020 (15 to 20 Batches per day).
2. Project Viva-Voce shall be conducted through online mode using Google Meet and it should be recorded.
3. A four member committee should be constituted (HOD, Project In-charge, Internal Examiner & Guide) as per format enclosed and the same has to be approved by the Dean –Academics, COE & Principal.
4. The Viva-Voce Examination link should be created by the Project In-charge/Internal Examiner and it should be send to all students with a copy to Dean-Academics and Controller office (hicetcoe@hindusthan.net).
5. Thesis work done by the candidate in softcopy will be assessed by the committee along with the presentation made by the candidate on the day of Viva-Voce Examinations.
6. Format for evaluation will be send by the Controller office.
7. At the end of Viva-Voce examinations the entire presentation should be submitted in a CD to COE office. The details of the mark shall be uploaded in the COE software on day to day basis. The hardcopy of the work sheet (excel) should be signed by all examiners and submitted to COE office along with Google meet attendance in a sealed cover.
8. No student shall be called to the campus in connection with Project Viva-Voce Examinations.
9. In case of any Project work involving fabrication etc., necessary instructions may be given to the students to present the images/demonstration of fabrication work in their presentation.
10. During the online Project Viva-Voce examination, one member of the Project Group can present the slides prepared fully from their Project Group and other members can orally interact with the committee.
11. The online Project Viva-Voce examination shall be conducted strictly following the norms given above.
12. The Proctors will be appointed by COE.


Controller of Examinations

To

1. Dean Academics
2. All HODS
3. Office & File

Copy To: The Managing Trustee for kind information.


PRINCIPAL i/c



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CONSTITUTION OF FOUR MEMBER COMMITTEE
CONDUCT OF FINAL YEAR VIVA-VOCE
DEPARTMENT :

S.No	Batches	Name of the professors			
		HOD	Project Coordinator	Internal Examiner	Guide
1.	Batch - I				
2.	Batch – II				
3.	Batch – III				
4.	Batch - IV				

Please add the batches as per requirement.

Dean

COE

Principal i/c