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HICET/PROJECT/DEC 2019

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CIRCULAR

The class advisors and project coordinators are requested to adhere the following guidelines with regard to final year UG projects.

- Proper guidelines to be given by the Project coordinators/supervisors to choose the problem identification for the project.
- The project coordinators and supervisors are requested to monitor the progress of the following project activities of their students.
 - a. Problem identification
 - b. Problem modeling
 - c. System design using modular approach and integration
 - d. System test, Evaluation and Analysis
 - e. Documentation
- In some department the project work starts with seventh semester (Phase I) and continues to Phase II in eighth semester where as in other departments it starts only in eighth semester. However all the departments must conduct totally four reviews including Zeroth review as per following schedule.
 - a. Zeroth review within two weeks (i.e. on or before 20th Dec 2019)
 - b. 1st Review – 7th Jan 2020
 - c. 2nd Review – 21st Feb 2020
 - d. 3rd Review – 13th Mar 2020

It is compulsory that all the students must attend the project reviews as per the above schedule without fail.

- After the Zeroth review, the list of titles of the projects chosen by each group of students of the respective departments should be submitted to the COE duly signed by the project coordinator and HOD within 2days. Any change in the title shall be intimated to the COE subsequently.
- The HOD in consultation with the project coordinator should nominate a project review committee for the reviews to be conducted in the department.



Guidelines for industry projects

- The students who have completed their theory courses under fast track only are eligible to do the projects in industries. They should undergo their project only in reputed industries.
- Student who are doing projects out station (Industry project) have to get the prior approval from the project coordinator/HOD/College Advisor with all necessary documents along with approval letter from the concern industries for acquiring OD.
- The OD dates have to be clearly intimated to the department and if any change in their OD dates, proper information should be given to the project coordinator/HOD through the industry external project guide.
- The project coordinator/guide should have continuous contact with Industry external guide to monitor the working progress of their students. Also Minimum one/two industrial visits to be done by the internal guide to the industry and meet the external guide to update their students work progress.
- Students who are doing the industry projects in and around Coimbatore have to meet the internal guide once in a week and update his/her progress of work.
- Students while coming for project reviews should submit their attendance record to the internal guide duly signed by the Industry external guide and the same must be entered in the e-campus.

Guidelines for in house projects

- Students doing in-house projects must report to the college as per the time table given by the department and discuss about the project work development with the project guide.
- It is mandatory for the students to contact their respective guides on daily basis and record their works in the project work diary. The consolidation report of the project status should be monitored by the project guides/HODs at the end of every week.
- Regular attendance should be taken by the internal guide and entered in the e-campus.
- The class advisor should monitor the attendance entry every day.

Every student is expected to execute only their original work. If it is found that it is not original work, the project will be summarily rejected.

Internal assessment would be strictly based on attendance, performance and reports.



- The Project coordinator/class advisor is responsible to contact the industry mentors in regular interval to get the attendance of the students on weekly basis through Email to the HOD's mail id. It should be duly signed by the class advisor/ project coordinator and HOD and submitted to the COE.
- The project coordinator/class advisors should compulsorily communicate the schedule of reviews to the students during the first week of reopening of the semester.
- No change of dates of review will be allowed except under emergency conditions (with due approval from our advisor).
- The review marks should be entered in the COE/E-campus within 3 working days after the completion of the review.
- The formats for internal assessment and project report will be sending through mail.
- The Project coordinator and the class advisor should ensure successful completion of the project within the stipulated time.
- **The student should appear for the internal tests and mid semester exams compulsorily. No change in dates will be allowed except under emergency conditions. Under such conditions the class advisor/project coordinator should get approval from our advisor well in advance.**

S. Arumugam
ADVISOR 11/12/19

To

1. Principal
2. Dean Academics, Vice Principal
3. All HODS
4. Office & File

Copy To: The Managing Trustee for kind information.