



## Circular



### **Important Guidelines for M.E. Students regarding DP – 2(Rem) :**

Principal, HOD, Faculties and M.E. students of all the institute affiliated to GTU are informed to submit only soft copy of ME dissertation on specified dates. GTU will consider it as a final document for further exam. Student needs to carry required number of hard copies of his/her ME dissertation on day of exam. If the dissertation is approved by the panel of examiners, student will require to submit one approved copy of dissertation to GTU.



### **Important Points for Thesis Preparation :**

- (1) Final thesis must be as per the guideline and format available on GTU website.
- (2) Dissertation must be duly signed by Internal Guide. Candidate has to scan the signed page and merge the same with his/her dissertation file before submitting soft copy at GTU.
- (3) Turnitin summary report and detailed report both must be duly signed by guide of the student.
- (4) Paper Published certificate must be duly signed by Principal/HOD/Internal Guide.
- (5) Institute has to submit e-copy of reports of all the students (branch wise) on CD/DVD with mentioned student's enrollment no. on CD/DVD. Separate CD/DVD for individual student will not accept.
- (6) Candidate has to attach separate CD/DVD of his work at last page of thesis at the time of final submission of hard copy on day of exam.
- (7) Student needs to bring original copies of all earlier comments given by external examiners on exam day. Internal guide must comply the comments given by external examiners during earlier reviews and endorse the same.
- (8) In addition, all the Principals/HODs are informed to upload the student's report (.pdf file) on University Portal (Admin Portal) compulsory. For more details, refer: <http://files.gtu.ac.in/circulars/16May/12052016.pdf>



- (9) Institute has to submit e-copy of abstract of all students (branch wise) in same CD/DVD in different folder with mention student enrollment no.  
Abstract format: [Click Here](#).



### Note :

- (1) It is sole responsibility of internal guide/institute head of candidates to check all above points before signing the dissertation. CD/DVD must be prepared after due verification of above points.
- (2) Kindly write institute name, code, branch name & branch code on CD/DVD while submitting to GTU on specified date.
- (3) Institute must submit branch wise list of eligible students with clear mentioned of accepted and extended dissertation duly signed by Principal/HOD on institute letter head.
- (4) GTU is not responsible if any of the above instructions are not properly verified by the institute. In case of any issue arises on day of exam due to noncompliance of above instructions and other instructions issued by GTU time to time, decision of GTU and External examiners will be considered as final and student and the institute have to abide by the same.
- (5) There is no poster presentation.



### Soft Copy Thesis Submission Dates :

- Institutes from Zone - 1 to 5 → 25<sup>th</sup> October, 2018.

Sd/-  
I/C Controller of Examination

### Copy To :

- 1) All Principal/HOD/Faculties of M.E. institutes affiliated with GTU.
- 2) All M.E. students affiliated with GTU.