Ref. No: GTU/ME/ 2520   Date 22-03-2024

Circular

Procedure & Guidelines for Pre-VIVA Thesis submission in the form of Soft Copy for M.E Dissertation. (Only for DP-II students)
(Applicable only for Summer-2024)

University has adopted digital methods for thesis submission and dissertation. University has decided to store and maintain thesis of M.E. in digital format. Therefore, Institutes and Students will have to submit soft copy of their thesis to the University. Institutes and Guides of students are also directed to keep thesis in digital format for future reference and avoid demanding hard copy from students. Students are advised not to print unnecessary copies of their thesis. Those students who have filled exam forms and have submitted thesis will be allowed to appear for dissertation.

Therefore, Pre-Viva thesis submission process will be as mentioned below.

STAGE-I – Pre Viva- Thesis Submission of Soft copy (submission through Institute)

1. The thesis should be in the format specified in thesis submission guidelines available on below location :

   https://www.gtu.ac.in >> Academic >> Syllabus >>Master of Engineering

2. **Student will have to get signature on all certificates and reports of his/her Guide and Principal.** Signature and Seal (wherever applicable) on all certificates including review cards of IR1, DP1, IR2/MSR and DP2 and Plagiarism certificate/report is mandatory.

3. **Thesis will be rejected if review cards of IR1/IR2/MSR are not signed by internal guide. Student will not be allowed for final dissertation if any of the review card is not signed by his/her guide.**

4. Digital Signature/image of signature or image of institute's seal is not allowed. Students will have to get original signature/seal on physical document.

5. It is the **sole responsibility of the guide** to verify all the documents and if it is found accurate as per thesis guidelines then only it must be signed and uploaded on GTU portal. Without approval of the guide, the softcopy shall not be submitted.

6. Then scan copy of these certificates/documents shall be merged with soft copy of the thesis. <u>Students will have to submit one soft copy of the thesis (in pdf format) to the institute.</u> Except "Thesis approval certificate" all required documents/certificates must be attached in softcopy.

7. Pre-Viva Soft copy to be submitted **by Guide/Institute through GTU portal** on the given Link: http://studentprojects.gtu.ac.in

8. The plagiarism check related guidelines is already provided to institutes via Email. Hence it is essential to follow guidelines as per the email by university for plagiarism check. (Ref No:GTU/Circular/Central Library/2024/1917 dated: 11-03-2024)

9. Student and his/her guide will be responsible for any claim of plagiarism in future.

10. **Presentation/viva will not be schedule** for those students who will not submit pre-viva soft copy of their thesis before given deadlines.

Table : A - Schedule for Thesis submission and Dissertation	
Particular	Deadline
Pre-Viva – Soft Copy Submission Submission of soft copy to the Guide and institute by the students. (With Signature on all certificates/documents/reports)	On or before 25-04-2024
Last date to upload thesis by Guide/Institute on GTU portal	On or before 02-05-2024
Tentative Date for Dissertation/ Viva (Detailed schedule will be made available later on)	17-05-2024 onwards (Tentative)
Post VIVA - Final copy submission (Soft copy) (Detailed guideline will be declared later on)	Will be declared later on

Note:

1. Final Viva will not be schedule for those students who will not submit their thesis before deadline.
2. Therefore, students are requested to complete thesis and complete plagiarism check in advance.
3. Guide must verify all the documents and content of the thesis before forwarding it to the University.
4. Institutes are advised not to wait till last date and keep submitting thesis as soon as it is received.

Registrar

Winners of : ICT Enabled University Award E-India - 2009 ❖ Manthan Award - 2009 ❖ GESIA Award - 2011
❖ Digital Learning WES - 2011 Award ❖ AIMS International Innovative University Award - 2013

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