



Sinhgad Institutes

SINHGAD TECHNICAL EDUCATION SOCIETY'S<sup>®</sup>

**SKN SINHGAD INSTITUTE OF TECHNOLOGY & SCIENCE**

(Affiliated to Savitribai Phule Pune University & Approved by AICTE)

Gut No 309, Kusgaon (Budruk), Off. Mumbai - Pune Expressway, Lonavala, Dist. Pune - 410401.

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**PROF. M. N. NAVALE**  
M.E. (Elect.) MIE, MBA  
FOUNDER PRESIDENT

**DR. (MRS.) SUNANDA M. NAVALE**  
B.A., M.P.M., Ph.D.  
FOUNDER SECRETARY

**DR. M.S. ROHOKALE**  
M.Tech., M.B.A., Ph.D.  
PRINCIPAL

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## **Guidelines for the BE project for AY 23-24**

### **Project Groups**

- The Number of students in the Project Group should be 4, under unavoidable circumstances, 2 or 3 students could form the group.
- One of the 4 students of the group shall be nominated as Project Leader. This will be preferably the group member choice or Project Guide decision.
- Each group shall have to meet at least once in a week and maintain the record as minutes of meeting (in log book or format prescribed by respective BoS or syllabus).
- The respective project guide shall keep track of all such minutes of meetings.

### **Project group formation & Guide allocation (before 29 July 2023)**

### **Project Reviews**

Minimum 3 reviews of each project shall be taken in each semester, one review per month to track the progress and keep all the project groups together.

The three project guides shall constitute the review panel for the projects they are guiding.

- **Review-I**, in 1<sup>st</sup> week of August (based on Concept & Title of the project)
- **Review-II**, in 4<sup>th</sup> week of August (based on Literature Review, Objectives & methodology)
- **Review-III**, in 4<sup>th</sup> week of September (based on Progress of project work, Presentation & Team work)
- **Review-IV**, in 3<sup>rd</sup> week of January (based on % Project completion, Presentation & Contribution)
- **Review-V**, 3<sup>rd</sup> week of February (based on % Project completion, Reports & Contribution)



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- **Review-VI** (Project exhibition), 3<sup>rd</sup> week of March (based on Realistic Use, Innovation & Publication)

The 25 marks can be awarded by the respective guide based on the performance of individual student in the project activities. The average marks of all three reviews may be considered for final TW marks

This is to ensure that the minimum, essential, required aspects of the Project progress per review are included in presentation.

In Review-I, II, IV, V each Project Group have to present for 10 clock minutes and 5 minutes Q & A, w.r.t. slides in the presentation.

In Review- III, VI each Project group shall have to present for 15 clock minutes and 5 minutes Q & A, w.r.t. slides in the presentation.

The criteria of the all reviews in semester I and II shall be same for all five departments.

### Guide Allocation

- Each teacher shall have to guide allotted project groups.
- Each teacher shall have to share the domains in which he/ she has the project to offer for students to guide the UG Project Groups.
- The Group leader shall communicate with the Project Coordinators to register their preferred domains to work as Project work.
- The allocation of the guides shall be preferably with student choice. However if number of groups with any teacher are crossing four, then the Guide shall have a liberty to accept the groups of his/ her choice.
- For remaining groups the Project coordinator shall assign the guides w.r.t. domain choice of students and guide.
- **Allocation of the Guides could be finalized up to last week of July.**

### Project Guides



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- The Project Guides have to conduct one meeting with group associates each week and ensure that the groups are maintaining the record of such meetings.
- The Project Guide shall be sole responsible for the progress and successful completion of the project under their supervision.
- In case of any difficulty, the Project Guides shall have to inform the Project Coordinator and Head of the Department along with the steps taken by him/ her to set right the issue.
- The guide has to ensure that all the reports are compiled in LaTeX, or as per formatting guidelines.

#### **Project Coordinators Duties and Responsibilities**

- One Teacher of the department shall be responsible for the success of the activity.
- The orientation for Project Coordinators shall be scheduled in first week of September.
- The Project Coordinators may have to conduct the LaTeX Training for all the project students of respective Department.
- The Project Coordinators shall be sole responsible for project group allocation to the teachers. But Head of the Department shall be final authority to approve the guide and their groups.
- The Project coordinators shall conduct the meeting of all the student's class-wise to share the aspects of the UG Project work.
- Project Coordinators shall schedule the reviews and compile the marks of reviews and share it to students. The marks are to be displayed immediately after the reviews are over.

Prof. Ravishankar Bhaganagare, Computer Department Prof. Dr. Manish H Attal, Mechanical Department, Prof. Ajay Sonawane, IT Department will work as departmental



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Project Coordinators and Prof. Dr. Manish H Attal as Institute Project Coordinator for AY 2023-24.

### **Project Stage I,II reports**

Project Statement, Objective Statements, Activities required to comply with the objective statements, scheduling of activities, budget, (Sponsoring Company Details), are Literature Review with Summary statements are minimum required aspects of Project Stage 1 report. However progress of the Project could be included in Project Stage I.

Project Stage I and II reports are required to be compiled through LaTeX or in the provided template of the university/institute.

The Project reports shall comply with the respective BoS and Curricula guidelines. But at least one report in pdf format shall be prepared in .pdf format for Department Record.

Note:

1. Dates of project activity may be changed in case of other activities/exams overlap.
2. Additional activities must be conducted as per the norms/syllabus of SPPU (If any).
3. Research paper should be published by each group along with the guide of the respective project group.

Prepared by

Project Coordinator