

Tele- 27157534/2120

AIT/0323/CNO/Prin/2018

25 Jun 2018


OFFICE OF PRINCIPAL

**STANDARD OPERATING PROCEDURE (SOP) – POST GRADUATION
(ME MECHANICAL (DESIGN))**

Following SOPs related to Post Graduation (ME Mechanical (Design)) are released. This will be implementation w.e.f. from 25 Jun 2018 :-

- (a) Seminar & Project Work
- (b) Dissertation Examination Procedure
- (c) Post – defense procedure & collection of marksheet, provisional passing certificate.

These SOP will be reviewed as and when required.


(Dr. B.P. Patil)
Principal

Copy To -

Director }
Jt Dir } for information please.

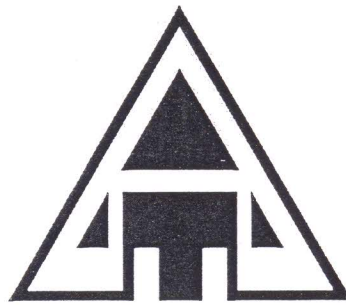
Registrar }
Student Section } for information and needful action please.
HOD Mechanical }

Office Supdt - for Office Record

Standard Operating Procedure (SOP)

For

ME SEMINAR and PROJECT WORK

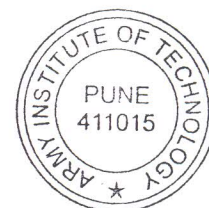


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Department of Mechanical Engineering

Army Institute of Technology

2017-2018





- The SOP stands for each batch of PG students and is subject to modification for subsequent batches
- Unless absolutely not necessary, all communication will be in writing
- All reviews will have evaluation sheets defined as essential element of implementation
- Every decision of the Departmental Review Committee (DRC) following a presentation/review will be captured in the evaluation sheet
- PG Coordinator will initiate all protocols and procedures, including pertinent announcements/notices through the HOD
- PG Coordinator will maintain a separate file for each student with all pertinent details such as, admission information, any communication, evaluation sheets, etc
- The Chairman of the DRC will take the final decision in case of any conflicts
- SPPU rules and regulations will serve as common minimum guidelines

Project Work - Procedures

1. Department Review Committee (DRC)

Department Review Committee (DRC) composition:

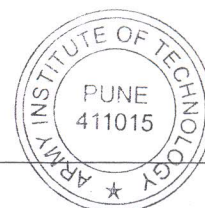
- Chairman : Head of the Department (HOD)
- Secretary : PG Coordinator
- Member : Two Experienced Doctorate Subject Matter Experts
- Member : Guide (Internal and External)
- Member : Non-Academic External Doctorate Subject Matter Expert (for last review before thesis submission nominated by HOD)

2. Guide Allotment and Topic Approval (Sem-II)

2.1. Timeline

No	Duration	Procedure
1	January	Guide Allocation Process (Seminar + Project together) <ul style="list-style-type: none">• List of Resource Faculties will be shared with students• Get to know faculty and their research areas• Submit choices of guide to HOD
2	February 1 st week	Guide Allotment by HOD based on <ul style="list-style-type: none">• student choice• guide written consent
3	February last week	Seminar I topic approval review (S1-R1)
4	April last week	Seminar I review II (S1-R2)
5	At least One week before Seminar I Exam	<ul style="list-style-type: none">• Seminar I review III (S1-R3)• Project topic approval (Thesis proposal with timeline)

Seminar I Exam concluded.





3. Seminar II and Project Stage I (Sem-III)

3.1. Timeline

No	Duration	Procedure
1	June last week	<ul style="list-style-type: none">• Seminar II topic approval review I (S2-R1)• Project Stage I topic approval review I (PS1 R1)• SYNOPSIS submission to SPPU*
2	August last week	<ul style="list-style-type: none">• Seminar II review II (S2-R2)• Project Stage I review II (PS1-R2)
3	At least One week before Seminar II and Project Stage I Exam	<ul style="list-style-type: none">• Seminar II review III (S2-R3)• Project Stage I review III (PS1-R3)

* **SYNOPSIS submission by Institute:** List of candidates, guide and project details (title, area, problem definition, and abstract - clearly indicating objectives and scope, sponsorship details, if any) to the university within month of commencement of third semester

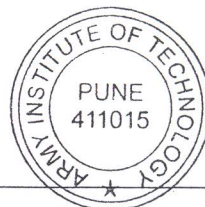
Seminar II and Project Stage I Exam concluded.

4. Seminar III and Project Stage II (Sem-IV)

4.1. Timeline

No	Duration	Procedure
1	January last week	<ul style="list-style-type: none">• Seminar III topic approval review I (S3-R1)• Project Stage II topic approval review I (PS2-R1)
2	March last week	<ul style="list-style-type: none">• Seminar III review II (S3-R2)• Project Stage II review II (PS2-R2)
3	April last week	<ul style="list-style-type: none">• Seminar III review III (S3-R3)• Project Stage II review III (PS2-R3)
4	May last week	<ul style="list-style-type: none">• Guide recommendation to DRC to initiate project pre-submission presentation. At this time, Guide will submit a checked and complete thesis report signed by the Student and the Guide• DRC will appoint a cross-examiner to evaluate the thesis report if required and give feedback (time span: One week). This may involve iterations.• Project pre-submission presentation• DRC decision for final thesis submission*
5	June last week	<ul style="list-style-type: none">• SPPU Submission of thesis (hard and soft formats) with relevant documents by Guide if approved by DRC

* Publications are Mandatory; details in Para 5. Mandatory Requirements.





4.2. Details

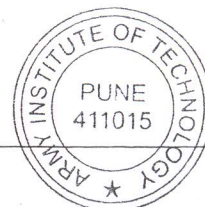
- Students must maintain record of all Project related discussions, transactions, interactions in all respects in the form of Project Diary/Log Book and will be made available at every review. Whenever a second party (guide, vendor, etc) is involved, sign and date should be captured in the Project Diary/Log Book.
- Department will provide list of Resource Faculties in the 1st week of January, with whom students can interact regularly. Those students who finalize their research area, but cannot find departmental resource faculty, can leave allotment of Guide with the HOD.
- At least One week before Seminar I Exam, at S1-R3 and after the Project topic approval, every student will submit detailed Thesis Proposal with timeline of their ME Project to the department HOD. Detailed Thesis Proposal Format will be provided by the department.
- About Evaluation sheet:
 - Capture compliance with requirements at every DRC review
 - Have recommendation for next review and future direction
 - Evaluation will be shared with student immediately after presentation and copy will be given the next day to the guide and the student
 - Original evaluation sheet will be retained by the PG Coordinator
 - All past original evaluation sheets will be brought by the PG coordinator at each review

5. Mandatory Requirements

- Student must present their work in PGCON, as per SPPU guidelines.
- Every Student will publish their Thesis Work in the form of Research Papers in Non-paid, Peer-reviewed Journals of Good Impact Factor or Conferences organized by institutions of national importance with DOI, **at least once besides those from PGCON**. These publications should be in ASME, AIAA, IEEE, IFToMM, IMechE, SAE, ASM, ASTM, Nature, Science, Springer, Journal of Royal Society London, Journal of Experimental Biology, Elsevier, Pergamon, Cambridge, Taylor and Francis, Science Direct, Sage, Scopus Indexed/Expanded SCI/eSCI Journals, etc.
- Every Student has to submit a Plagiarism Report (< 20%) using **Turnitin** software made available in AIT Library along with Pre-submission Presentation.

6. Requirements specified by SPPU for ME Thesis submission

1. Thesis Examination Panel in the format provided by SPPU separately for each student along with name and signatures of Guide, HOD, Principal of Institute along with Institute Seal
2. PG Recognition letter of Guide
3. Hall Ticket
4. Latest Marks Statement
5. PGCON Certificate (In case concerned Board conducts PGCON)
6. Thesis Synopsis



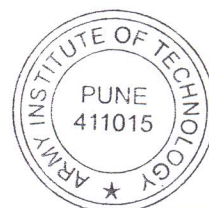


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Dighi Hills, Alandi Road, Pune 411015
Department of Mechanical Engineering



Note

- Finalization of Thesis Examination Panel will be done by Guide in consultation with HOD
- Examination Panel should be well qualified doctorate professionals with their degrees from reputed/premier institutes (Institute of National importance in India and reputed Foreign universities)

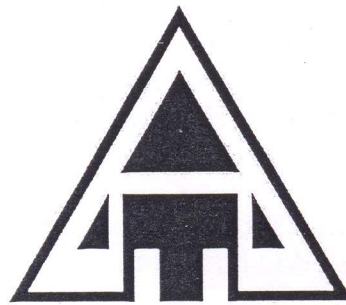


Standard Operating Procedure (SOP)

For

**ME Dissertation Examination
Procedure**

ME (Mechanical - Design Engineering)

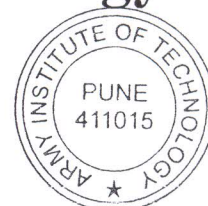


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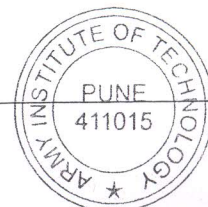




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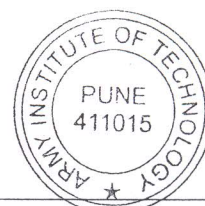
ME Dissertation Examination Procedure

1. Submission of examination forms by college/guide along with title of dissertations and Three examiners recommended by guide in consultation with HOD as per attached form (Annexure I). Recommendation of Three examiners as per Maharashtra Universities Act 1994 Section 32(5) Committee/Chairman, Board of Studies.
2. Candidates should submit Two copies of dissertation in print form and one soft copy to respective college/guide on or before Jun 30th (without late fee) and up to Jul 31st (with late fee) and before Jan 31st (without late fee) and up to Feb 28th. (with late fee). Note: Guide should ensure that the thesis is complete, has been subjected through the plagiarism check using **Turnitin** software made available in AIT Library and the report reflects < 20%, and all required signatures are captured.
3. The concern college/guide should also submit soft copy (on CD) to the University along with the TWO hard copies, and take receipt of the same.
4. The Three examiners will be recommended in order of preference by Dean, Faculty of Engineering and the list will be sent to the institute. The institute will communicate this list to the respective Guide through HOD for further processing.
5. As per the order of preference of examiners, the guide will communicate with appointed examiners in the order and converge on a single examiner along with the availability. Unavailable examiners will communicate their decision to the HOD.
6. On behalf of SPPU, the institute will send an appointment letter to examiner. A soft copy of the dissertation will be sent to the examiner for review.
7. The examiner will send a review report within 15 days to the guide. The guide will then ensure that compliance is achieved taking in to account examiners report and directions within 10 days.





8. Once the guide and the examiner have converged on compliance, the guide will then submit the review reports and the final corrected copy of dissertation to the DRC for obtaining approval to schedule Defense. The DRC may suggest changes to the dissertation to ensure quality of the document in addition to checking if the changes suggested by examiner are all captured.
9. Defense will be scheduled by the guide such that there is one month of window between the receipt of the examiner preferences from the university and the date of the Defense.
10. On the day of Defense, Three spiral bound copies of the report and Four certificates (certificate page that eventually goes into the hard bound dissertation report) will be made available. (**Note:** Only the examiner will be signing the certificates that too if an extension is not recommended and if the dissertation can be completed with minor changes.)
11. The marks sheet/grade sheet of the examination will be communicated to the University within 3 days of the conduction of the examination.
12. In case there are any corrections at the time of Defense, the guide will get them incorporated in the final report and get the report complied with from the examiner. **THE GUIDE WILL BE RESPONSIBLE FOR MAINTAINING THE QUALITY AND THE SANCTITY OF THE REPORT AT THIS STAGE AS AT ALL TIMES.**
13. Completed Four copies of the hard bound dissertation will be submitted to HOD and then the Principal for signatures.





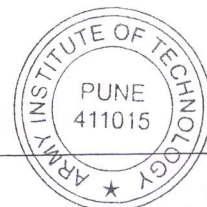
Annexure I

Centre:

Branch:

Year:

Seat No	Name of Candidate	Name of Guide/Internal Examiner	Title of Dissertation	Name and Address of External Examiner
				1.
				2.
				3.

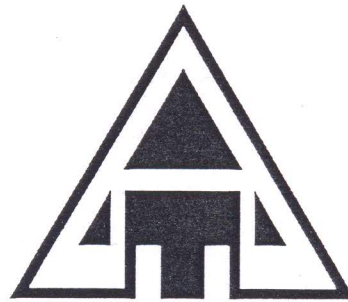


Standard Operating Procedure (SOP)

For

**ME Post-Defense Procedure and
Collection of Marks-sheet and
Provisional Passing Certificate**

ME (Mechanical - Design Engineering)

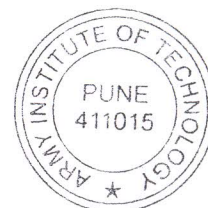


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ME Post-Defense Procedure

Graduating ME (Mechanical - Design Engineering) student who wants to take his/her Marks-sheet and Passing Certificate from AIT must complete following requirements:

Once the final SPPU defense is over, the student must submit to HOD's office:

1. Two final hardbound completed and duly signed copies of dissertation.
2. Two Receipts, "**Received Two Hard-bound Copies of the Dissertation**" will be issued to the student by the HOD's office.
3. One copy of above will be deposited in the AIT Central Library and the other deposited in the Department Library. An endorsement of Central and Departmental library authorities will be captured on one of the receipts as well as the record maintained about these deposits in the department.
4. Graduating ME student will submit the endorsed receipt from above to the HOD office after which, the Marks-sheet and Provisional Passing Certificate will be issued.
5. Graduating ME student should apply for Clearance certificate and refund of Security Deposit with a copy of the Marks Sheet.

