

Date - 05.04.2023

To
The Principal,
GIT, Lavel

Subject- Approval for Institute Project Advisory committee (IPAC) and Project SOP

Dear sir,

Please find for approval and necessary action

- a. Standard Operating procedure(SOP) for final year projects
- b. Institute Project Advisory committee- list of members and roles/responsibilities

~~S J~~
05/04/2023
Dr S J Kulkarni

Dean, R and D

with immediate effect.

Approved
S J
05/04/23

**GHARDA FOUNDATION'S
GHARDA INSTITUTE OF TECHNOLOGY**

(Approved by AICTE New Delhi, DTE, Maharashtra State, Affiliated to Mumbai University & Accredited by NAAC)

A/P - Lavel, Tai - Khed, Dist - Ratnagiri, PIN - 415 708, M.S. Tel : 02356-262798, Fax : 02356-262980
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Standard Operating procedure for identification, topic allotment, guide distribution and project execution

Thrust areas: Green technology, Sustainability, Industry related problems,

1. Goals

- A. Projects related to sustainability, real life problems such as irrigation, water treatment, waste minimization, application of IOT/AI to solve problems will be encouraged in next three years.
- B. Gradually the number of students with industrial problem solving methodologies will be increased to 50 % in next three years
- C. Research project publication based on research projects will be increased and the goal of publishing all the research projects as a paper, copyright, patent (IPR) will be achieved.
- D. Industry funding for projects will be increased with better industry-institute interaction.

2. Formation of Departmental Project Advisory Committee(DPAC)

- A. DPAC will be formed for project related activities
- B. It will contain project in charge, one industrial person and Head of department

3. Formation of project groups

- A. Project groups can be same or different as miniproject. Project groups should be formed in at the end of sixth semester and university guideline must be followed regarding group size.

4. Problem/topic identification

- A. Problem/Project statement bank will be displayed on websites and notice board in January every year for next academic year.
- B. Mini projects can be continued as major project provided that same major project is not carried out in last three years.
- C. The problem statements will be collected from departmental faculty.
- D. Students will also be encouraged to identify their area of interest and convey possible topics to project head, which in turn can include these in project statement bank and ensure the topics, are allotted to the student groups.
- E. Departmental project advisory committee (DPAC) should be formed to conduct presentations of the project groups and approve the topics before commencement of VIIth semester (In April).

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- F. At least 20 % projects should be outhouse/industrial, 20 % should be based on local, real life problems, sustainability, etc.
- G. At least two projects should be interdisciplinary with co guide from other department

5. Guide allotment

- A. Guides should be allotted based on project topic and expertise of faculty.
- B. Selected project topics will be mapped with PO and PSOs.
- C. Projects should be divided equally among faculty members. Maximum project allotted to faculty will be total number of projects/number of faculty

6. Internal evaluation and Monitoring

- A. Project review should be conducted every month and each review performance should be evaluated, documented and send to IPAC.
- B. Internal project presentation will be conducted at the end of the semester, evaluated, documented and send to IPAC

7. External evaluation

This should be carried out as per university norms.

8. Obtaining outcomes

- A. Considering review performance, identification of possible group for research paper should be done. Research paper drafting will be encouraged for such projects and relevant, suitable journals will be identified by the DPAC.
- B. Each project group should present/publish paper in at least one national/international conference per semester.
- C. Magazine based on project research and technical content will be published every year.
- D. Projects that can be converted into IPR should be identified by DPAC and send to IPAC in January every year.

9. Frequency of meetings

IPAC should meet at least twice a semester to take review of selected topic and discuss the implementation of the SOP.