Standard Operating Procedure (SOP) for B.E. Final Year Project Guide Allocation & Evaluation

Sr. No.	Steps	Description
1	Project Orientation & Counselling	Conducted during the third year to familiarize students with project requirements. Orientation sessions are delivered by faculty experts and industry professionals. Focus areas include: • Importance of project work in academics and industry. • Overview of potential project domains and emerging technologies. • Guidelines for project selection and execution. Students are encouraged to start exploring and shortlisting project ideas at this stage.
2	Formation of Project Groups	Students form groups consisting of 3–4 members, as per departmental policy. Group formation is based on Common domain interest. Each group must submit their domain/area of interest in the prescribed departmental format. The submission is reviewed and approved by the Project Committee.
3	Allocation of Project Guides	The Project Committee (Head of Department and Project Coordinators) finalizes guide allotment. Allocation is based on: • Group's chosen domain. • Expertise and research specialization of faculty. Each guide is responsible for: • Providing academic and technical mentorship. • Monitoring progress at every stage of project execution.
4	Initiation of Project Work	Under the supervision of the guide, each group initiates project activities. Initial activities include: • Conducting a comprehensive literature survey. • Defining a clear and precise problem statement. • Outlining objectives, scope, and methodology of the project. Preliminary work (design, framework, and planning) is commenced in this phase.
5	Continuous Evaluation of Progress	Project progress is tracked through four Project Progress Monitoring (PPM) rounds in the final year. Each PPM round includes: • Presentation of work completed.

Shri Gajanan Shikshan Sanstha's

SHRI SANT GAJANAN MAHARAJ COLLEGE OF ENGINEERING
SHEGAON - 444203, DIST. BULDANA (MAHARASHTRA STATE), INDIA
"Recognized by A.I.C.T.E., New Delhi" Affiliated to Sant Gadge Baba Amravati University, Amravati
"Approved by the D.T.E., M.S. Mumbai"

Ph : +918669638081/82
Fax : 091-7265-252346

Email: principal@ssgmce.ac.in, registrar@ssgmce.ac.in
Website- www.ssgmce.ac.in

		• Review by faculty panel. • Constructive feedback and suggestions for improvement. Purpose: To ensure systematic progress, quality enhancement, and timely completion of project work.
6	Project Report Submission	On completion, each group prepares a detailed project report. The report must: • Follow the university-prescribed format. • Include literature review, methodology, results, discussions, and conclusions. Reports are evaluated by: • Internal Examiner: Departmental faculty. • External Examiner: Appointed by the University.
7	Final Evaluation & Viva-Voce	The final evaluation consists of a Viva-Voce examination. Students are assessed on: • Clarity of presentation. • Depth of technical knowledge. • Ability to defend methodology, findings, and outcomes. Examiners (internal and external) jointly evaluate performance and award marks. Final marks are submitted to the University as per prescribed procedure.

Approved By		
Dr. M. N. Tibdewal	Chairman (Head, EXTC)	
Dr. D. D. Nawgaje	Member	
Mr. A. N. Dolas	Member	
Mrs. K. S. Vyas	Member	
Dr. D. P. Tulaskar	Member Secretary	