

NATIONAL INSTITUTE OF TECHNOLOGY KURUKSHETRA
ACADEMIC SECTION

Acad./2025/262.....

Dated ...10/03/2025...

Subject: - Regarding submission of M.Tech./M.Sc./MCA/MBA Dissertation / Internship / Project Work report and conduct of thesis viva-voce examination.

This is with reference to the agenda item **S 54.05** approved by the Senate in its **54th** meeting, the following guidelines are being issued for submission of M.Tech./M.Sc./MCA/MBA Dissertation / Internship / Project Work report and conduct of viva-voce examination:

1. Students are required to start submitting their M.Tech./M.Sc./MCA/MBA Dissertation / Internship / Project Work report in the Concerned Department/School immediately after the closing of the classes in the Even Semester. The last date of this submission will be June 30th of the applicable Academic Year. However, if the last date of thesis submission happens to be a weekend or a holiday, the next working day will be considered as the last date for the thesis submission.
2. If the student fails to submit his/her thesis/dissertation till the last date of submission, he/she is required to pay of fine of Rs. 10,000/- per semester for the submission of thesis/dissertation.
3. All Dues must be cleared from the department/ hostel and other sections of the institute (Accounts, Library etc.) before submission of M.Tech./M.Sc./MCA/MBA Dissertation / Internship / Project Work report.
4. The thesis submission must be along with all the supporting documents mentioned in the proforma attached with **Annexure-A** and **No Dues Certificate**. Both softcopy as well as hardcopy of Dissertation / Thesis and all the supporting documents will be submitted in the concerned Department / School latest by June 30th.
5. The student who submit thesis along with Annexure-A may request for Thesis Submission Certificate from the concerned HoD/Coordinator **Annexure-B**.
6. The theses and details of the submitted theses will be maintained by the concerned department/ school office in the proforma attached as **Annexure-C**. The softcopy of the same, in the compiled form, must reach the Office of the Dean (Academic) within 10 working days from the last date of thesis submission.
7. External examiner list will be recommended/consented by the DPGC/SPGC of the concerned Department/School and finally approved by the Head/ Coordinator of the concerned Department/ School.
8. Consent of the allotted external examiner to conduct the viva-voce examination of the student(s) shall be obtained by the thesis supervisor by sending the dissertation to the external examiner. The same should also be communicated to the DPGC/SPGC members and HoD/Coordinator.
9. The thesis supervisor will initiate the process of viva-voce examination with the consent of the External examiner and the candidate. He/ She will fix up a convenient date for the viva-voce exam. He/ She will inform about the possible convenient exam dates to the concerned HoD/ Coordinator.

10. The HoD/ Coordinator of the concerned Department/ School shall notify the date of viva-voce examination to all concerned accordingly and nominate a faculty member as an internal examiner.
11. The evaluation report shall be prepared by the concerned department/school as per the attached format **Annexure-D** and to be sent to the Examination Cell within Seven working days after conduct of the viva-voce examination.
12. The thesis evaluation honorarium amount of **Rs. 2500/-** per student will be paid for conducting the viva-voce examination (as per the **Annexure-E**) along with the TA/DA as per the norms of the Institute.

This is for kind information and necessary action of all concerned.

Awnish
10/3/25
Faculty Incharge (Academic)

All HoDs / Coordinators

Copy to:

1. AR to Director for kind information to the Director.
2. Stenographer to Registrar for kind information to the Registrar
3. Faculty Incharge (Examination) for information and necessary action.



**NATIONAL INSTITUTE OF TECHNOLOGY
KURUKSHETRA
KURUKSHETRA-136119**

No.

Dated:

**PROFORMA FOR M.TECH. CANDIDATES FOR SUBMISSION OF
THE DISSERTATION**

(Particulars to be filled in by the candidate in block letters and to be verified by
the Supervisor)

Passport
Photo
Attested by
HoD/School Coordinator

1. Name of the Department :
2. Name of the Candidate (English) :
- (Hindi) :
3. Father's Name (English) :
- (Hindi) :
4. Roll Number :
5. Specialization :
6. Date of Admission/Registration :
7. Last date for submission of Dissertation :
- (Extension if any, with original letter) :
8. Title of the Dissertation (English) :
- (Hindi) :
9. Name and Designation of Supervisor(s) :
10. Results of all the semesters Exams already passed:

Examination	CGPA/SGPA	Session (June/December, AY)	Remark
1st Semester			
2nd Semester			
3rd Semester			

11. I (Name)..... Roll No.
student of M.Tech./M.Sc./MCA/MBA in the Department/School of
....., with the specialization
..... have passed all my previous semester Examinations of
M.Tech./M.Sc./MCA/MBA. The requisite fee of Rs. 5000/- for evaluation of
Dissertation/Internship/Project Work has been deposited vide Receipt
No..... date (Receipt enclosed).

12. I solemnly declare that all the particulars that have been filled in by me are correct. In case of any discrepancy found therein subsequently at any stage, I shall be responsible for the consequences thereof.

Date.....

Signature of the Candidate

13. Certified that the candidate has worked on the dissertation and further certified that the Dissertation work is complete for submission.

- All particulars and attachments are checked and found correct.
 - (a) Copies of all previous Semester DMCs
 - (b) Undertaking form
 - (c) No Dues Certificate
 - (d) Receipt of dissertation submission fees
 - (e) Soft copy of the M.Tech./M.Sc./MCA/MBA dissertation in PDF form
- Date of submission of Dissertation in Department/School (dd/mm/yyyy):/...../.....

**Signature of Internal Supervisor
(with date)**

14. The names of the Examiners were approved by the DPGC/SPGC in its meeting held on
..... vide letter no. dated

**HoD/Coordinator
(with date)**

UNDERTAKING

I, Roll No..... a
M.Tech./M.Sc./MCA/MBA student in the discipline/specialization of
..... have deposited the fee for all the semester and also
furnished all the equipment before submission of M.Tech./M.Sc./MCA/MBA Thesis/Dissertation/Report.

Dated:

Signature of student

**NATIONAL INSTITUTE OF TECHNOLOGY
KURUKSHETRA-136119**

NO DUES CERTIFICATE

Name of the Student _____, Roll No. _____

Semester _____, Branch/Specialization _____

Dated: _____

Signature of Student

Nothing Due is pending against the above mentioned student

1. HOD/Co-ordinator _____

2. Workshop Superintendent _____

3. Prof. I/c (Clubs) _____

4. Prof. I/c (NCC) _____

5. Warden, Hostel No. () _____

6. Prof. I/c (Sports) _____

7. Prof. I/c (CCN) _____

8. Faculty I/c (T&P) Cell _____

9. Librarian _____

10. Assistant/Deputy Registrar (Accounts) _____

The student is requested to submit the "No dues Certificate" in the office of the Dean (Academic) by speed post, in-person or through email on academic@nitkkr.ac.in email id. The student must keep one photocopy of the same with him/her for future reference.

NATIONAL INSTITUTE OF TECHNOLOGY KURUKSHETRA
DEPARTMENT/SCHOOL OF

No.

Dated

TO WHOM SO EVER CONCERN

This is to certified that Mr./Ms., Roll No.
student of M.Tech./M.Sc./MCA/MBA, Department/School of
at National Institute of Technology Kurukshetra has submitted his/her thesis/dissertation titled
"....."
as partial requirement for the award of degree of on
..... His/Her thesis/dissertation evaluation and viva-voce exam is pending.

HoD/Coordinator of the Department/School

NATIONAL INSTITUTE OF TECHNOLOGY KURUKSHETRA
DEPARTMENT/SCHOOL OF

No.

Dated

Subject: - Details of the students who have submitted their M.Tech./M.Sc./MCA/MBA
 Dissertation/Internship/Project Work report in the AY in Department/School of

Sr. No.	Name	Roll No.	Specialization	No Dues attached (Mandatory)	Date of Submission of Dissertation	Remark, if any
1						
2						

HoD/Coordinator

Dean (Academic)

NATIONAL INSTITUTE OF TECHNOLOGY KURUKSHETRA
DEPARTMENT/SCHOOL OF _____

DISSERTATION EVALUATION REPORT

The viva-voce examination of Mr. / Ms. Roll No. M.Tech. Specialization is conducted on on the Dissertation Title given below:

.....

 submitted by the student in partial fulfillment of the requirements for award of M.Tech. degree has been evaluated by the following committee through presentation/viva-voce examination for award of grade as per the criterion approved by Senate in its 36th meeting held on 21-09-2019 vide item no. 36.08 and as per clause **PG. 10.5 of PG Ordinance and Regulations.**

Criterion of Evaluation:

A) Final Evaluation Components (Maximum 70 marks)

- i) Content of Report (Maximum 40 marks)
- ii) Presentation (Maximum 20 marks)
- iii) Answer to examiner's queries (Maximum 10 marks)

B) Marks for paper presented in conferences organized at IITs / NITs / IIITs / IISc/ IISERs / conferences sponsored by reputed professional societies (07 marks per paper) **OR** Outstanding work done during internship duly certified by industrial supervisor.

(Maximum 14 marks for entire B components)

C) Marks for paper in non-paid paper in peer reviewed journals in Scopus/SCI/SCIE (30 marks per paper) **OR** Patent accepted (30 marks per patent) **OR** M.Tech. Best Project Award given by recognized agency (30 marks)

(Maximum 30 marks for entire C components)

Final evaluation: The final grade of the fourth semester will be evaluated based on grand total of Marks (a+b+c)/100 as per institute norms. In case, the total marks (a+b+c) exceeds 100 it will be counted as 100.

Recommendation:

Marks _____/100

Grade _____ as per above conditions.

Sign. of the Examiner
(External)

Sign. of HoD / Nominee

Sign. of Supervisor
(Internal)

Name: _____

Name: _____

Name: _____

Head of the Department

Faculty-In-Charge (Exams), NIT Kurukshetra

NATIONAL INSTITUTE OF TECHNOLOGY KURUKSHETRA
DEPARTMENT/SCHOOL OF _____

Dated: _____

ADVANCE HONORARIUM RECEIPT

Received an amount of Rs. 2500.00/- (Rs. Two Thousand Five Hundred only) on account of Honorarium for
conduct of Viva-Voce examination of Mr./Ms.
Roll No. Department/School of
held on.....at.....AM/PM.

Signature of the External Examiner with date

COUNTERSIGNED

Name : _____

Address : _____

**Head/Coordinator
of the
Department/School**

Account No. _____

(With Seal)

Bank Name _____ **Branch** _____

IFSC Code _____

PAN No. _____

Assistant Registrar (Accounts)