

NATIONAL INSTITUTE OF TECHNOLOGY KURUKSHETRA
ACADEMIC SECTION

Acad./2025/847

Dated: 07/07/2025

Subject: Notification for Submission of Thesis (Dissertation/ Internship/ Project Work Report) of M.Tech./ M.Sc./ MCA/ MBA and conduct of Thesis Viva-Voce Examination.

This is with reference to the agenda item **S54.05** approved by the Senate in its **54th** meeting, the following guidelines are being issued for submission of M.Tech./M.Sc./MCA/MBA **Thesis (Dissertation/Internship/Project Work Report)** and conduct of Viva-Voce Examination:

1. Students may submit their Thesis in the concerned Department immediately after the closing of the classes in the Even Semester. The last date of Thesis submission will be **31st July** 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. The GATE scholarship will be paid to the M.Tech. Students up to **30th June** of an applicable Academic Year **OR** the date of submission of the Thesis, whichever is earlier.
3. Students who submit their Thesis after **30th June** of the applicable academic year will not be considered for the **award of Medals, Certificates**, etc.
4. If the student fails to submit his/her Thesis till the last date of submission (i.e., **31st July**), he/she is required to pay continuation fee of **Rs. 10,000/- per semester** for the submission of the Thesis.
5. All Dues must be cleared from the Department/Hostel and other sections of the Institute (Accounts, Library, etc.) before submission of the Thesis.
6. The Thesis submission in the department must be along with all the supporting documents mentioned in the proforma attached (**Annexure-A**). The department office will keep the entire record of **Annexure-A** with itself.
7. The student who submits the thesis along with **Annexure-A** may request for **Thesis Submission Certificate** from the concerned Head of the Department (**Annexure-B**).
8. The details of the submitted Theses will be maintained by the office of the concerned Department in the proforma attached (**Annexure-C**). The signed copy of the completed **Annexure-C** alongwith students' **No Dues Certificates** must reach the Office of the Dean (Academic) by **10th August** of the applicable Academic Year. The softcopy (**word file**) of the completed **Annexure-C** must be sent through e-mail (**academic@nitkr.ac.in**).
9. The list of External Examiners will be Recommended/Consented by the **DAC** of the concerned Department and finally approved by the Head of the Department (DAC Chairperson).
10. 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 soft copy of the Thesis to

the Examiner. The same should also be communicated to the Convenor of DPGC and the Head of the Department.

11. The Thesis Supervisor will initiate the process of Viva-Voce Examination on a convenient date with the consent of the External Examiner and Candidate.
12. The Head of the Department shall notify the Date of Viva-Voce Examination to all concerned accordingly and nominate a faculty member as an Internal Examiner (HoD nominee).
13. The Evaluation Report shall be prepared by the concerned Department and to be sent to the Examination Cell within **seven** working days after conduct of the Viva-Voce Examination as per the attached format (**Annexure-D**).
14. The M.Tech./M.Sc.Thesis Evaluation Honorarium with an amount of Rs. 2500/- per student will be paid to the External Examiner for conducting the Viva-Voce Examination along with the TA/DA as per the norms of the Institute (**Annexure-E**).
15. The MBA/MCA Thesis Evaluation Honorarium with an amount of Rs. 6000/- per students group will be paid to the External Examiner for conducting the Viva-Voce Examination along with the TA/DA as per the norms of the Institute (**Annexure-F**).

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

-sd-

Faculty Incharge (Academic)

Head of all the Departments

Copy to:

1. AR to Director for kind information to the Director.
2. Jr. Assistant to Registrar for kind information to the Registrar.
3. Faculty Incharge (Examination) for information and necessary action.
4. Prof. Incharge (CCN) with a request to upload the notification on the Institute website in the Academic Notifications Section

**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.



Annexure-A(i)

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

No.

Dated:

**Proforma for Submission of M.Tech. Thesis (Dissertation / Internship /
Project Work report)**

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

Passport

Photo

Attested by

HoD

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. in the Department of
....., with the specialization
..... have passed all my previous semester Examinations of
M.Tech.

12. The requisite fee of Rs. 5000/- (for M.Tech.) for Dissertation/Internship/Project Work has been deposited
vide Receipt No..... date (Receipt
enclosed).

13. 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

14. Certified that the candidate has worked on the Dissertation / Internship / Project Work report 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, if applicable.
 - (e) Soft copy of the M.Tech. dissertation in PDF form
- Date of submission of Dissertation / Internship / Project Work report in Department (dd/mm/yyyy):
...../...../.....

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

15. The names of the Examiners were approved by the DAC in its meeting held on
vide letter no. dated

**Head of the Department
(with date)**



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

No.

Dated:

**Proforma for Submission of M.Sc. Thesis (Dissertation / Internship /
Project Work report)**

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

Passport

Photo

Attested by

HoD

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			

Annexure-A(ii)

11. I (Name)..... Roll No.
student of M.Sc. in the Department of
....., with the specialization
..... have passed all my previous semester Examinations of
M.Sc.

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 / Internship / Project Work report 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, if applicable.
 - (e) Soft copy of the M. Sc. dissertation in PDF form
- Date of submission of Dissertation / Internship / Project Work report in Department (dd/mm/yyyy):
...../...../.....

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

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

**Head of the Department
(with date)**



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

No.

Dated:

**Proforma for Submission of MBA/MCA Thesis (Dissertation / Internship /
Project Work report)**

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

Passport

Photo

Attested by

HoD

15. Name of the Department :

16. Name of the Candidate (English) :

(Hindi) :

17. Father's Name (English) :

(Hindi) :

18. Roll Number :

19. Specialization :

20. Date of Admission/Registration :

21. Last date for submission of Dissertation :

(Extension if any, with original letter) :

22. Title of the Dissertation (English) :

(Hindi) :

23. Name and Designation of Supervisor(s) :

24. Results of all the semesters Exams already passed:

Examination	CGPA/SGPA	Session (June/December, AY)	Remark
1st Semester			
2nd Semester			
3rd Semester			
4th Semester (for MCA)			
5th Semester (for MCA)			

Annexure-A(ii)

25. I (Name)..... Roll No.
student of MCA/MBA in the Department of
....., with the specialization
..... have passed all my previous semester Examinations of
MCA/MBA.

26. 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

27. Certified that the candidate has worked on the Dissertation / Internship / Project Work report 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, if applicable.
 - (e) Soft copy of the MCA/MBA dissertation in PDF form
- Date of submission of Dissertation / Internship / Project Work report in Department (dd/mm/yyyy):
...../...../.....

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

28. The names of the Examiners were approved by the DAC in its meeting held on
vide letter no. dated

**Head of the Department
(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 Dissertation / Internship /
Project Work report.

Dated:

Signature of student

NATIONAL INSTITUTE OF TECHNOLOGY KURUKSHETRA
DEPARTMENT 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 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.

Head of the Department
with Date and Seal

NATIONAL INSTITUTE OF TECHNOLOGY KURUKSHETRA
DEPARTMENT 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 of

Sr. No.	Name	Roll No.	Specialization	No Dues attached (Mandatory)	Date of Submission of Dissertation	Remark, if any
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Dealing Office Staff

Head of the Department

Dean (Academic)

NATIONAL INSTITUTE OF TECHNOLOGY KURUKSHETRA

DEPARTMENT OF _____

M.Tech. 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 **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 OF _____

M.Sc. DISSERTATION EVALUATION REPORT

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

.....

 submitted by the student in partial fulfillment of the requirements for award of M.Sc. 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 55th meeting held on 09.04.2025 vide item no. S55.17 and as per **PG
 Ordinance and Regulations.**

Criterion of Evaluation:**A) Final Evaluation Components**

- i) Content of Report (Dissertation) (Maximum 40 marks)
- ii) Presentation (Maximum 30 marks)
- iii) Answer to examiner's queries (Maximum 20 marks)

B) Marks for ORAL/POSTER presented in conferences organized at IITs / NITs / IIITs / IISc/ IISERs /
 conferences sponsored by reputed professional societies (10 marks)

OR

Outstanding work done during internship duly certified by industrial supervisor (10 marks).

OR

Marks for paper in non-paid in peer reviewed journals in Scopus/SCI/SCIE (10 marks).

Final evaluation: The final grade of the fourth semester will be evaluated based on grand total of Marks
 (A+B)/100 as per institute norms.

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 OF _____

Dated: _____

HONORARIUM RECEIPT

Received an amount of Rs. 2500/- per student (Rs. Two Thousand Five Hundred only) for M.Tech./M.Sc.
on account of Honorarium for conduct of Viva-Voce examination of Mr./Ms.
....., Roll No.
Department of held
on.....at.....AM/PM.

Signature of the External Examiner with date

COUNTERSIGNED

Name : _____

Address : _____

**Head of the
Department**

(With Seal)

Account No. _____

Bank Name _____ **Branch** _____

IFSC Code _____

PAN No. _____

Assistant Registrar (Accounts)

NATIONAL INSTITUTE OF TECHNOLOGY KURUKSHETRA

DEPARTMENT OF _____

Dated: _____

HONORARIUM RECEIPT

Received an amount of Rs. 6000/- (Rs. Six Thousand only) per group for MCA/MBA on account of
Honorarium for conduct of Viva-Voce examination of Mr./Ms.
....., Roll No.
Department of held
on.....at.....AM/PM.

Signature of the External Examiner with date

COUNTERSIGNED

Name : _____

Address : _____

**Head of the
Department**

(With Seal)

Account No. _____

Bank Name _____ **Branch** _____

IFSC Code _____

PAN No. _____

Assistant Registrar (Accounts)