

GHARDA FOUNDATION'S
GHARDA INSTITUTE OF TECHNOLOGY

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

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Standard Operating procedure for identification, topic allotment, guide distribution and project execution for Mini Projects (SE&TE)

The goals and objectives are same as major project SOP.

Project Identification:

1. It is advised to identify the thrust areas of department and define problem statement with respect to industry as well as social need.
2. The problem statements can be simple and focused on the development of models, prototype etc. however it should be in line with the statements given by the Mumbai University.

Topic allotment:

1. The allotment of topic should be given with utmost care and will be discussed thoroughly in Department Project Advisory Committee (DPAC).
2. It is advisable to allot a problem statement which is already listed by guide. There should not be change in topic after allotment as it hampers the allocation process.

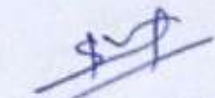
Guide distribution:

1. The project guides should be distributed in a fair manner.
2. All groups should be evenly distributed amongst all faculty.
3. In case the count of faculty is excess to the project groups, the preference should be given to the senior/PhD pursuing faculty.
4. In case of the count of group is excess to the faculty, the excess groups should be allotted to the Senior/PhD pursuing faculty.

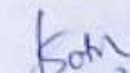
Review and Execution of projects:

1. Minimum 2 review at each semester at department level.
2. The guide should carry out review and continuous assessment of the project on weekly basis.
3. The assessment criteria laid down by university curriculum should be strictly followed.

The Institute Project Advisory Committee will monitor the implementation of the SOPs.


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8/9/23