

# STEPS

## 1. Steps for Submitting Abstract / Outline Report

Please log in to the E-Learn portal at <https://elearn.bits-pilani.ac.in/> using your BITS E-Learn Mail ID and password.

The screenshot shows the BITS Pilani eLearn portal homepage. At the top, there is a navigation bar with links for 'My Courses', 'Library', and 'Viva / Project Work'. The 'Viva / Project Work' link is circled in orange. Below the navigation bar, there is a sidebar titled 'Important Links' containing a list of various links related to student services. To the right of the sidebar, there is a main content area with a heading 'Announcements'. An announcement from June 26, 2024, regarding the declaration of semester results for the second semester of the academic year 2023-2024 is displayed. A blue arrow points from the text 'After logging into the eLearn portal, click "Viva / Project Work" section located at the top left of the homepage.' to the 'Viva / Project Work' link in the navigation bar.

After logging into the eLearn portal, click “Viva / Project Work” section located at the top left of the homepage.

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Viva Scheduling

Document Submission ▾ Viva Evaluation ▾ View Viva Mode and Details

### Dissertation Evaluation Progress and Status

Submission	Soft Submission Date	Hard Submission Date	Submission Done	Resubmission Required	Resubmission Date	Resubmission Done	Evaluation Status	Grade	Wt.
ABSTRACT	05/08/2021	12/08/2021	No	No	-	-	Not Started	-	0.10
MID SEMESTER REPORT	09/09/2021	16/09/2021	No	No	-	-	Not Started	-	0.30
FINAL REPORT	23/11/2021	30/11/2021	No	No	-	-	Not Started	-	0.60

For Submissions of your reports please access the menu item – Document Submission  
 To view your evaluations please access the menu item – Viva Evaluation  
 The grades shown in the table above are for the individual submissions you have made. They may not be your final dissertation grade. Your final grade will be seen on e-learn post approval from the Senate Committee

**Click on the “Document Submission” link at the top left of the screen to make a selection from the dropdown menu.**

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Viva Scheduling

Document Submission ▾ Viva Evaluation ▾ View Viva Mode and Details

Abstract  
 Mid Semester  
 Final Report  
 Plagiarism Report

Mentor Evaluation for Final Submission

### Dissertation Evaluation Progress and Status

Submission	Soft Submission Date	Hard Submission Date	Submission Done	Resubmission Required	Resubmission Date	Resubmission Done	Evaluation Status	Grade	Wt.
ABSTRACT	05/08/2021	12/08/2021	No	No	-	-	Not Started	-	0.10
MID SEMESTER REPORT	09/09/2021	16/09/2021	No	No	-	-	Not Started	-	0.30
FINAL REPORT	23/11/2021	30/11/2021	No	No	-	-	Not Started	-	0.60

For Submissions of your reports please access the menu item – Document Submission  
 To view your evaluations please access the menu item – Viva Evaluation  
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**Please click on the “Abstract” option in the dropdown menu to view or upload the Abstract/Outline document on the Viva Portal.**

The screenshot shows a web-based application for 'Viva Scheduling'. At the top left is the BITS Pilani logo with the text 'BITS Pilani' and 'Pune | Dubai | Goa | Hyderabad'. To the right is the title 'Viva Scheduling'. Below the header, there are three navigation links: 'Document Submission', 'Viva Evaluation', and 'View Viva Mode and Details'. The main content area is titled 'View / Upload Abstract / Outline Document'. It contains several input fields and status indicators:

- 'Viva Title:' input field
- 'Domain:' input field
- 'Submitted On:' status: Not submitted yet
- 'Resubmission Required:' status: No
- 'Abstract File Submitted:' status: Not submitted yet
- 'Resubmission Date:' status: Not applicable
- 'Upload New Abstract' button
- 'Choose File' button with placeholder 'No file chosen'

A red callout box at the bottom left of the form area contains the text: 'You need to submit your abstract report by 5th August 2021. Post 12th August 2021 your submission may not be accepted.'

At the bottom center is a large blue 'Upload File' button.

## **2. Steps for Submitting Mid Semester Report**

**Click on the “Document Submission” link at the top left of the screen to open the dropdown menu.**

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Viva Scheduling

Document Submission ▾ Viva Evaluation ▾ View Viva Mode and Details

Abstract  
Mid Semester  
Final Report  
Plagiarism Report  
Merit or Evaluation for Final Submission

### Dissertation Evaluation Progress and Status

Submission Type	Submission Date	Hard Submission Date	Submission Done	Resubmission Required	Resubmission Date	Resubmission Done	Evaluation Notes	Grade	PR.
ABSTRACT	05/06/2021	12/08/2021	No	No	-	-	Not Started	-	0.10
MID SEMESTER REPORT	09/09/2021	16/09/2021	No	No	-	-	Not Started	-	0.30
FINAL REPORT	23/11/2021	30/11/2021	No	No	-	-	Not Started	-	0.60

For Submissions of your reports please access the menu item – Document Submission  
To view your evaluations please access the menu item – Viva Evaluation  
The grades shown in the table above are for the individual submissions you have made. They may not be your final dissertation grade. Your final grade will be seen on e-learn post approval from the Senate Committee

**Please click on the “Mid Semester” option in the dropdown menu to view or upload the Mid Semester Report on the Viva Portal. You will then be able to see the Viva Title and the Domain details, along with the submission status.**

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Viva Scheduling

Document Submission ▾ Viva Evaluation ▾ View Viva Mode and Details

### View / Upload Mid Semester Report

Viva Title:   
Domain:

Submitted On: Not submitted yet  
Resubmission Required: No  
Upload New Mid Sem Report  No file chosen

Mid Sem File Submitted: Not submitted yet  
Resubmission Date: Not applicable

You need to submit your mid semester report by 9th September 2021. Post 16th September 2021 your submission may not be accepted

Next, click the “Choose File” option next to the “Upload New Mid Sem Report” entry to upload the Mid Semester Report on the Viva Portal. After selecting the relevant document using the “Choose File” option, click on the “Upload File” tab at the bottom to submit your document.”

### **3. Steps for Submitting Final Report & Final Presentation**

Click on the “Document Submission” link on the Top left of the screen to make the selection from the dropdown

Choose the “Final Report” option to view or upload your Final Report on the Viva Portal.

The screenshot shows a web-based application for Viva Scheduling. At the top, there is a logo for BITS Pilani and the text "Viva Scheduling". Below the logo, there are navigation links: "Document Submission", "Viva Evaluation", and "View Viva Mode and Details". On the left side, there is a sidebar with options: "Abstract", "Mid Semester", "Final Report", and "Plagiarism Report". Under "Mentor Evaluation for Final Submission", there is a table titled "Dissertation Evaluation Progress and Status". The table has columns for Submission Date, Hard Submission Date, Submission Done, Resubmission Required, Resubmission Date, Resubmission Done, Evaluation Status, Grade, and Wt. The table contains three rows: ABSTRACT (Submission Date: 05/08/2021, Hard Submission Date: 12/08/2021, Submission Done: No, Resubmission Required: No, Resubmission Date: -, Resubmission Done: -, Evaluation Status: Not Started, Grade: -, Wt: 0.10), MID SEMESTER REPORT (Submission Date: 09/09/2021, Hard Submission Date: 16/09/2021, Submission Done: No, Resubmission Required: No, Resubmission Date: -, Resubmission Done: -, Evaluation Status: Not Started, Grade: -, Wt: 0.30), and FINAL REPORT (Submission Date: 23/11/2021, Hard Submission Date: 30/11/2021, Submission Done: No, Resubmission Required: No, Resubmission Date: -, Resubmission Done: -, Evaluation Status: Not Started, Grade: -, Wt: 0.60). At the bottom of the page, there are three informational messages: "For Submissions of your reports please access the menu item – Document Submission", "To view your evaluations please access the menu item – Viva Evaluation", and "The grades shown in the table above are for the individual submissions you have made. They may not be your final dissertation grade. Your final grade will be seen on e-learn post approval from the Senate Committee".

**Please click on the “Final Report” option in the dropdown menu.**

**NOTE: -YOU HAVE TO SUBMIT BOTH FINAL REPORT AND FINAL PRESENTATION IN FINAL REPORT SUBMISSION.**

The screenshot shows the BITS Pilani Viva Scheduling interface. At the top, there is a logo for BITS Pilani with the text "BITS Pilani" and "Pilani | Dubai | Goa | Hyderabad". To the right, it says "Viva Scheduling". Below the logo, there are navigation links: "Document Submission", "Viva Evaluation", and "View Viva Mode and Details". On the far right, there is a user profile icon.

The main title "View / Upload Final Report" is centered above the submission fields. There are two sets of input fields for "Viva Title" and "Domain".

Viva Title:	Domain:
[Redacted]	[Redacted]

Below these fields, there are status messages and file upload buttons:

Final Report Submitted On:	Not submitted yet	Final Presentation Submitted On:	Not submitted yet
Resubmission Required:	No	Resubmission Date:	Not applicable
Upload New Final Report	<input type="button" value="Choose File"/> No file chosen	Upload Final Presentation	<input type="button" value="Choose File"/> No file chosen
Final Report Submitted	Not submitted yet	Final Presentation Submitted	Not submitted yet

Below the submission fields, there are two informational boxes:

- A pink box: "You need to submit your final report by 23rd November 2021. Post 30th November 2021 your submission may not be accepted"
- A pink box: "Please note that the Final Report should be in PDF format ONLY and cannot be more than 10 MB. Upload of PDF scans of documents is not allowed as it is not possible to run plagiarism checks on them."

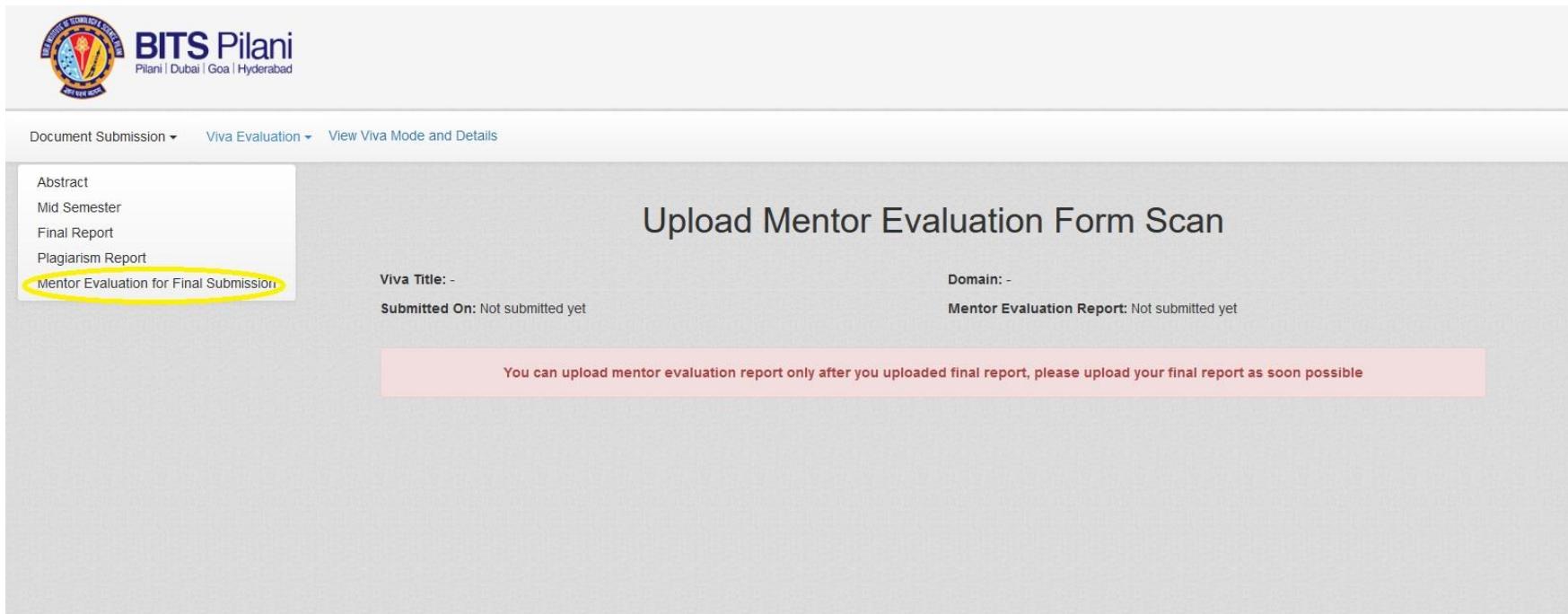
At the bottom, there are two blue buttons: "Upload Final Report" and "Upload Final Presentation".

**Once uploaded, click on the “Upload File” tab at the bottom to complete your submission.**

## **4. STEP FOR SUBMIT MENTOR EVALUATION FORM**

Select "Document Submission" from the drop-down menu.

Choose “Mentor evaluation Form”



The screenshot shows the BITS Pilani Document Submission portal. At the top, there is a logo and the text "BITS Pilani" with "Pilani | Dubai | Goa | Hyderabad" below it. Below the header, there are three navigation links: "Document Submission ▾", "Viva Evaluation ▾", and "View Viva Mode and Details". On the left, a sidebar lists several document types: "Abstract", "Mid Semester", "Final Report", "Plagiarism Report", and "Mentor Evaluation for Final Submission", with the last one circled in yellow. The main content area has a title "Upload Mentor Evaluation Form Scan". It includes fields for "Viva Title: -" (empty), "Domain: -" (empty), and "Submitted On: Not submitted yet". A message at the bottom of the form area says, "You can upload mentor evaluation report only after you uploaded final report, please upload your final report as soon possible".