**Instructions to be followed while uploading your Reports, Evaluation Sheets and Presentation on BITS E-Lean Portal for Dissertation / Project Work**

1. You should upload the **soft copy of Outline Report and Outline Evaluation Sheet on E-Learn Portal** as per the schedule given in the course handout.
2. You should upload the **soft copy of Mid-Semester Progress Report and Mid-Semester Evaluation Sheet on E-Learn Portal** as per the schedule given in the course handout.
3. You should upload the **Soft Copy of Final Report, Pre-Final Evaluation Sheet and Final Presentation on E-Learn Portal** as per the schedule given in the course handout.

Your complete file should **NOT** be in the scanned format. Only the pages where signatures are required and / or pages where you need to incorporate figures / illustrations should be scanned pages. **Rest of the file should be in text.**

**It should be a .pdf file and you must name your file(s) as <Id. No.>.pdf**

The soft copy of your all Reports should meet the following criteria for uploading on BITS E-Learn Portal -

* File must be less than or equal to 8 MB
* The number of pages of your final report should be within 400.
* Only file types allowed are - PDF and PowerPoint.
* Only those pages which require a signature should be scanned and embedded in your report. The content in the rest of the pages should be in text format only, otherwise it will be rejected (images or illustrations can be scanned and embedded, if necessary). A simple way to test if your report is compliant is by copy-pasting the content of your report into Notepad (or any other text editor). If it is copied over successfully, that indicates the report is good.

Make sure that your work is not plagiarized as it will be scanned through the Plagiarism tool before Viva.