

Guidelines to Students

Dear Students,

- The **First Review** of your **MEE4099 CAPSTONE PROJECT** has been scheduled to be held online from **14-02-2022 to 16-02-2022** by a panel of two experts from the broad area of your project.
- The schedule of the First Review will be communicated to you by the Reviewers shortly.

Kindly refer to the following Guidelines for the FIRST REVIEW of your 'MEE4099 Capstone Project', and do the needful:

- The first review will be conducted online from 14-02-2022 to 16-02-2022 by a panel of two experts from the broad area of your project. The schedule of the first review will be communicated to you by the reviewers shortly.
- The title of the project in the VTOP and the SMEC Capstone project portal must be the same.
- Kindly ensure that you have selected the guide in SMEC Capstone project portal under whom you have registered your Capstone project in VTOP. If not, send an email with the details of your project ID & internal guide name, to smec.capstone@vitstudent.ac.in (with cc to your internal guide and batch mates) for updating the same in SMEC portal.
- The Capstone Project students have to enter the daily activities in the SMEC Capstone project portal.
- Kindly contact your internal guide and update the progress of your project frequently. The Internal & External Project students must enter the daily activities in the SMEC Capstone project portal.
- Prepare the First-Review Report and PPT as per the attached templates. Use bullets, figures, illustrations, and statistical data (if any), avoid too many sentences in a slide. The format of PPT and report are also available in the SMEC portal.
- You need to submit the PPT and review-report to your Internal (External, if applicable) Guide(s) well in advance for his/her (their) correction/suggestions. Upload the corrected project report in the SMEC Capstone project portal.
- Your project report should be as per the format attached to this e-mail.
- Only if the approval from your Internal Guide is granted in SMEC Portal, the reviewers can conduct the First Review and post the marks.
- Do a mock presentation to your Internal Guide before the reviews.
- After all the reviews, discuss with your Internal Guide about the suggestions and comments made by the Panel of Reviewers.
- After the review, the students should not directly contact the Reviewers regarding comments, suggestions, and marks. If required students can contact the Reviewers through your Internal Guide.
- Implement the suggestions given by the Reviewers; and be prepared to answer/present those in the subsequent reviews.

Your presentation and report should cover the following:

- Abstract/Executive Summary
- Introduction
- Literature Review
- Gaps in Literature
- Problem Definition
- Objectives
- Methodology
- Work carried out so far
- Work to be done
- Gant Chart (Work plan)
- Results and Discussions
- References.

Note: Your Internal Guide can reject your Project commitment from his/her VTOP at any time based on poor performance or due to your inactiveness. So follow the guidance of your project guides and update your progress periodically.

Capstone Project Additional Mark: Additional marks will be awarded based on product development/publication in Scopus indexed Journals (Published / Communicated /Under Review)/ Patent.

Additional marks criteria are given below:

S. No.	Component	Mark
1.	Patent filed:	10 Marks
2.	New product developed (To be certified by IPR cell)	10 Marks
3.	Published/accepted for publication in SCI indexed Journal	10 Marks
4.	Published/Accepted for Publication in Scopus indexed Journal	07 Marks
5.	Manuscript under review in SCI Indexed Journal*	05 Marks
6.	Manuscript under review in Scopus indexed Journal**	03 Marks

*Paper presented in National/International Conference, and full paper published with ISBN Number

** Mail received from editor and screenshot, verifying that the manuscript is under review should necessarily be uploaded.

**For any clarification related to MEE4099 Capstone Project,
kindly contact: smec.capstone@vitstudent.ac.in**

Thank you very much.

Regards

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