

DESH_ ENGINEERING DESIGN & INNOVATION 1 (EDAI1)

PROGRESS REVIEW 1 & 2 REPORTS & SYNOPSIS ONLINE SUBMISSION

IMPORTANT INSTRUCTIONS

A.Y. 2022-23 SEM-1 FY B. Tech. All divisions

Dear EDAI1 Project Group Leader,

Please fill the Google form and submit latest by 11 pm on Monday, 6th February 2023 without fail.

Read and follow all the following instructions carefully.

As instructed earlier, **Progress Review reports 1 & 2 of EDAI1 Project** are to be submitted through a Google form. A Word template for the Report Templates is already shared.

The EDAI1 Project Group leader can share this word template with his group members and ask them to fill the same regarding their individual contribution / assigned work completion in the given space and send him back ...Or... He can make the google Doc of the Template and share its link with his group members who can subsequently edit it online and also write together the overall progress report of the whole group till date in brief (pointwise) and also mention about the percentage (%) EDAI1 project work completion status till date in the same report template. Once the report draft is prepared it would be sent/shared with their EDAI1 Project guide for review and to **seek his/her approval on it.**

Once the **approval** from **EDAI1 Project** guide is received the group leader will convert it into a **PDF** file. So, at present both **Progress Review reports 1 & 2 of EDAI1 Project** are ready with EDAI1 Project Group Leader.

Title these two pdf Files as **Group ID_EDAI1_PROGRESS REVIEW 1_REPORT** and **Group ID_EDAI1_PROGRESS REVIEW 2_REPORT** respectively and upload them both in the google form.

1) Only the "Group Leader" is supposed to fill in all the details of this form and upload the PDF of Progress Review 1 & 2 reports for his/her EDAI1 Group

2) The Group Leader can fill up and submit this form "only once". Therefore, once submitted. No amendment is possible in the filled data as well as in the PDF file of Progress Review report 1 & 2 reports for his/her EDAI1 Group. Hence, fill all the information carefully and ensure the PDF document is correct in all respect. After filling the form, please verify that all the entered details are correct and then only submit the form.

3) The Group Leader has to mail the uploaded PDF of EDAI1 Progress Review 1 & 2 reports to his/her EDAI1 Project guide

4) The above mail should have a subject line as --- Group No – EDAI1_Progress Review 1 & 2 Reports Uploaded

5) Also, it has been noticed that the names of EDAI1 project Guides, Project titles and hence synopsis have got changed. So, in order to have the correct and latest data in this regard, all EDAI1 Project Group leaders must have to fill their Correct EDAI1 Project titles, Correct Project Guide Name and upload the Synopsis (PDF) again in this Google Form.

Google form link for uploading EDAI1_Project Progress Review 1 & 2 reports and Synopsis Submission

<https://forms.gle/AFgCEDkWXoV4XweU8>

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Head, DESH