

GANPAT UNIVERSITY

Student Guideline for Online Dissertation/Project examination

Requirements:

- Laptop, desktop, smart phone, ipad, tab or similar Device
- Good internet connectivity
- Sufficient power supply / electricity backup.
- Platform to be used: Google Meet
- For detail Schedule of Dissertation/Project Examinations visit University website. For any difficulty contact your respective institute.
- Ensure that Project Report/Thesis with Plagiarism check with certificate submitted at the institute in soft copy. PPT/Source Codes/diagrams, Dissertation/Project Completion Certificates must be submitted on Email/Google Drive shared with you well in advance to the institute.

Guidelines for Dissertation/Project Presentation:

- Each student is required to join Google Meeting through links shared by the Examiner before **10 minutes**. No separate reminder will be sent. Failing so will be considered as ABSENT.
- Student shall remain available on WhatsApp and e-mail for instructions from Examiners.
- Each student will be asked to share and present their work by sharing their Computer Screen immediately after joining Google Meet. Note that Internal examiner will do screen recording of the entire presentation through google meet.
- The total duration of Viva for each student shall be 15 to 30 minutes.
- Any issues related to the Viva must be immediately reported with valid proofs by the student to the Internal Examiner. Any matter presented out of time will not be considered.
- Student shall remain available on WhatsApp and e-mail group for instructions from Examiners.
- Make sure before appearing in the viva, all of your dissertation/project work must be completed, reviewed and endorsed by your internal guide.
- Try to take a seat in a peaceful, isolated place in home for better concentration and peaceful recordings.
- Ensure Good internet connectivity and a Laptop / desktop / Smart Phone equipped with the same. Also use good quality headphones for better voice quality. Keep alternative sources of internet connectivity to avoid any hurdle, it will be highly appreciated.
- If your internet connection becomes unstable, disable your webcam (stop video) and enable it only when you need to speak.
- Keep AUDIO and VIDEO of device in ON status (unmute) during the entire presentation. You can turn on/off if instructions are given by examiners.
- Turn off non-essential software that may be using the internet while you are in a meeting.
- Demonstration of Application/System/Source Code/Data/Statistics/diagrams/case study and related material as case may be should be ready on your system individually. Don't argue for extra time to setup an environment needed for your Dissertation/Project during the viva.
- To finish the presentation on time, plan and prepare your PPT adequately.
- Avoid too many slides in your presentation and unnecessary contents which are least relevant to your dissertation/project work.
- Try to answer very short and precisely to save time during your presentation.
- For all queries related to presentation, please contact your Internal examiner through Google Chat during the meeting. The students shall raise their query in this chat.