

**MAHATMA GANDHI UNIVERSITY
KOTTAYAM**

No. 45939/EB 7-1/2020/EB 7

24.10.2020

CIRCULAR

Guidelines for X Semester B Arch (Regular/ Supplementary) Degree Exam, Sept. 2020

Thesis Evaluation / Viva Voce

Instructions to the Students

The Thesis Evaluation / Viva voce of X Semester B Arch (Regular/ Supplementary) Degree Exam, Sept. 2020 will be conducted in the month of November 2020.

1. The final Review will be conducted via online platform. The review is to be conducted with the help of any video conferencing tools available at the discretion of the institution.
2. The final submission shall be on 3rd November 2020 before 05:00 PM.

The following Guidelines shall be observed for the submission:

- a. Submission of sheets: The maximum number of sheets permitted will be 30 (Thirty) A1 size sheets. The sheets shall be submitted as a single PDF file with adequate resolution to be displayed on large screens.
 - b. Graphical scale should be added on all sheets.
 - c. FINAL THESIS sheets should include Cover Sheet (if any), Study sheets, Case Study, Inference and Analysis, Design Programme, Site Analysis, Concept and evolution, Final Design Sheets, Application of Special Topics. (It should also include all finalized drawings and schemes, Structural Details, Working Details, Services. etc.)
 - d. Submission of Thesis report: The report should be submitted as soft copy (PDF file) along with the sheets.
 - e. Two copies of the report should be submitted as hard copies and should reach the individual institution on or before the day of thesis submission. If the student has any difficulty in submitting the hard copy because of the circumstances arising due to Covid 19 pandemic, he or she shall be provided separate dates on request. The request should be made in writing to the Principal/Head of the Department of the college and he/she shall forward the recommendation to the Chairman.
 - f. Pre-recorded videos are recommended for submission and shall be uploaded along with the final submission (with in time restriction of 15 minutes including study sheets, design and walkthrough models if any)
 - g. The institutions are recommended to Use Google Classroom or any Learning Management software for taking the online submission. The LMS should have the facility to prevent late submissions. The process should be documented along with time stamp by the institution to prevent any disputes arising in the future.
3. Physical model, 3D models or 3D walkthroughs can be used by the students in order to explain their design ideas, if required.

4. All the submissions should have the Name of the Student and the Register number of the student in the format or watermarked.
5. The students should be available online at the time of the jury to answer any questions asked by the jurors.
6. The final submissions will be shared with the respective jurors in not less than 48 hours after the submission deadline. The College should ensure that there are no technical difficulties for the Juror in viewing any of the submission.
7. The final Viva Voce will be scheduled after 6 days from the date of submission (i.e. from 10th November 2020) and should be completed in less than three days.

SREEKRISHNAKUMAR G
ASSISTANT REGISTRAR XI (EXAMS)
For CONTROLLER OF EXAMINATIONS