



||Jai Sri Gurudev||
Sri Adichunchanagiri Shikshana Trust (R.)
SJC INSTITUTE OF TECHNOLOGY
An Autonomous Institution under VTU from 2024-25
AICTE Approved, Accredited by NAAC with A+ Grade & NBA (CBE, ISE, ECE, ME, CV & AE), Gold Rated by QS I-Geuge
P.B. No.20, B.B Road, Chikkaballapur - 562 101, Karnataka

Ref No. SJCIT/COE/Exams/PG Thesis/2025-26/257

Dtd.27.07.2026

Sub: - Submission of MBA Dissertation Reports and Panel of Examiners - reg.

Ref: SJCIT/Dean Academic/AMD/2025-26/03 dtd 20.07.2026

With reference to the above subject, please note the following for the submission of MBA Dissertation Reports of final Semester and submission of Panel of examiners for the evaluation of Thesis.

Submission of Dissertation Report

- The students of MBA IV Semester are required to submit their Dissertation Reports in the form of hard copy as well as soft copy in PDF format to the respective Heads of the Departments from **15th July 2026 to 30th July 2026**.
- Final project reports must go through the plagiarism check and the plagiarism index must be less than or equal to 10% to be eligible for submission.
- The plagiarism report duly verified and signed by the respective project guide will have to be included in the final project report.
- Softcopy of the Project Report should be sent to pgthesis@sjcit.ac.in by the Head of the Departments by mail. Two Hard copy of reports to be prepared, one copy for student, and other copy to be stored at college
- **Dissertation report must be sent to Office of the COE as per the above mentioned details on or before 30th July 2026 to be eligible for the award of ranks and Degree. No further extension will be given beyond the last date as per Academic Rules & Regulations.**

I. Project report shall be evaluated by the Internal and external examiners separately for 25 marks and awarded marks by the two examiners shall be averaged.

II. Viva Voce of project work shall be conducted jointly by Internal and External Examiners for 25 marks.

III. Total SEE marks out of 50 shall be the sum of SEE marks for evaluation of project report and viva voce components.

IV. CIE marks to be entered separately in the ERP by the Course Coordinators.

Note to Guides regarding the Panel of Examiners

- The proposed external examiners should be from institutions/colleges other than our own.
- In case the candidate has carried out full or part of the dissertation work outside the institution, the details of the External Guide should be necessarily mentioned.
- While proposing External Examiners, nominate examiners who are working in the same field of specialization. For interdisciplinary work, examiners may be drawn from other departments of external institutions.
- In case the work is carried out in an industry, the proposed list should mandatorily include at least one examiner from the industry with experience in the relevant field.
- The external examiners chosen from academic institutions should be senior faculty, preferably with Ph.D.
- Avoid proposing the same examiner for more than 3 dissertations under one guide.

Submission of Panel of Examiners and dissertation reports.

- Send the softcopy of the Dissertation report in pdf format to COE on or before 30th July 2026.
- Submit the Panel of Examiners as per the attached format in a sealed envelope to COE.
- **Viva-voce examination must be conducted in Offline mode only.**

Plagiarism check has been introduced for the Thesis submitted for the Partial Fulfillment of Award of The Degree of M.Tech and MBA programme.

1. Send the Thesis Project Reports to **pgthesis@sjcit.ac.in**, on or before 30th July 2026.
2. Final project reports must go through the plagiarism check and the plagiarism index must be less than or equal to 10% to be eligible for submission. (Clause 11.1.3A of Autonomous Academic Rules & Regulations and Amendment dtd 20th July 2026)
3. The plagiarism report duly verified and signed by the respective project guide will have to be included in the final project report.
4. The Project report shall be also submitted for plagiarism check in **Drillbit plagiarism** detection software through the link as per the Notification **Ref No. VTU/BGM/Exam_ Ph.D/2022-2023/65 dated 15th MAY 2023** by Office of the Controller of Examinations.
5. If the report is acceptable the Anti- plagiarism committee (APC) report "shall be generated, which would be verified and approved by APC (plagiarism index <=10%).
6. If the APC report indicates plagiarism index >10% for the **first time** the candidate has to resubmit the Dissertation along with the penal fees of **Rs. 2,000/-** (Two Thousand only)
7. If the APC report indicates plagiarism index >10% for the **second time** the candidate has to resubmit the dissertation along with the penal fees of **Rs. 4,000/-** (Four Thousand only).

The following precaution may be taken before submitting the thesis.

- The first pdf should contain scanned **Certificate / Company Certificate/ acknowledgement / declaration / Table of contents (Only Report cover page need to be in a pdf format.)**
- The Second pdf should contains Main source of the report along with references (do not use Header/footer in the report). **[Text should not be in image format.]**
- Report size should be **less than 100MB.**
- Maximum number of report **pages 400.**
- Thesis file should not be password protected.
- Certificate **should not be** in a image format.
- Save the pdf file by **candidate name and USN.**
- Mismatch with Name and USN are not acceptable.
- Submitted thesis cannot be considered for any changes.

REMUNERATION

- For Project Report Evaluation — **Rs. 300/- Per report.**
- For Viva-Voce — Rs. 500/- Per candidate.
- Remuneration for Project report Evaluation and TA/DA for the M.Tech., Project Viva-Voce shall be claimed from the respective Examiners. The original marks should be uploaded in ERP by the examiners and the hardcopy of all the Exam related documents should be To the office of the Controller of Examinations.


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