

Circular No.:FIMT/PR-Intern./Desst./2020-21

Date: 31/3/2020.

GUIDELINES FOR PROJECT / INTERNSHIP PRE-EVALUATION

The students of the following courses and semesters are directed to follow under-mentioned guidelines for Pre-Evaluation of their Project Report & Internship (whichever is applicable) which forms an essential a part of their course curriculum.

The course wise Faculty In-charge with their email id's are mentioned below:

S.No.	Course	Semester	Section	Name of Faculty Member	E-Mail Id of Faculty In-charge
1	BBA-(Gen.)	VI	A	Ms. Renu Dixit	renu-dixit@fimt-ggsipu.org
2	BBA-(Gen.)	VI	B	Ms. Kanika Gupta	kanika-gupta@fimt-ggsipu.org
3	BBA-(Gen.)	VI	C	Dr. Shalini Kumar	dr.shalinikumar@fimt-ggsipu.org
4	BBA-(Gen.)	VI	D	Ms. Pooja Sharma	pooja.sharma@fimt-ggsipu.org
5	B.Com.(H.)	VI	--	Ms. Neetika Tiwari	neetika.tiwari@fimt-ggsipu.org
6	BCA	VI	--	Ms. Tannu Vats	tannu.vats@fimt-ggsipu.org
7	BA(JMC)	VI	A	Ms. Srishti Chandola	shrishti.chandola@fimt-ggsipu.org
8	BA(JMC)	VI	B	Ms. Srishti Chandola	shrishti.chandola@fimt-ggsipu.org



FAIRFIELD Institute of Management & Technology

Affiliated to GGS IP University , an 'A' Grade College by DHE, Govt. of NCT DELHI ,
Approved by the Bar Council of India, NCTE and Recognised under 2(f) of UGC Act of 1956

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For helping students prepare their Project Report & Internship (whichever is applicable) with complete accuracy the procedure for Project Review has been divided into following three stages. All the students are advised and are expected to strictly follow the time schedule & guidelines which are being issued from time to time , for timely completion of the procedure.

PROGRESS REVIEW: I (Already completed)

- 1) Allotments of Topics
- 2) Discussion on framed guidelines for preparation of Major Project Report/Internship (whichever is applicable).

PROGRESS REVIEW: II

- 1) 1st pre-evaluation conducted by appointed Faculty Member **(Already completed)**.
- 2) 2nd pre-evaluation to be conducted by the appointed faculty members of the soft copy(s) to be forwarded by the student.
- 3) The soft copy(s) will only be accepted on the above email Id's and only up to **10th APRIL 2020, 05:00 PM**. Any soft copy received after the given time schedule will not be accepted in any case and such student shall be added in the list of defaulter candidates and the decision on such cases shall be on discretion by the Higher Authorities of the College.
- 3) During 2nd pre-evaluation work, any corrections/suggestions/plagiarism shall be communicated by the appointed faculty member to the student with a remark for submission of work again for 3rd & final pre-evaluation procedure . The 3rd & Final pre-evaluation work will be completed by **20th April 2020 05:00 PM** positively after which the e-mails shall be closed.

PROGRESS REVIEW: III

- 1) On opening of the College after the COVID-19 Pandemic lock down the student shall have to submit Two (2) hard bound copies of Major Project Reports/Internship (whichever is applicable) , as and when directed to do so.

STAY SAFE, STAY HEALTHY !

Director (Acad.)