



**TULSIRAMJI GAIKWAD-PATIL College of Engineering and Technology**

Wardha Road, Nagpur - 441108

Accredited with NAAC A+ Grade

Approved by AICTE, New Delhi, Govt. of Maharashtra

(An Autonomous Institution Affiliated to RTM Nagpur University, Nagpur)



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Date: - 13/06/2023

**Academic Cell**

### **Notice**

#### **Guidelines for Conduction of Micro Project**

As a part of 4<sup>th</sup> semester UG curriculum micro project is playing an important role in the psychometric skill of the students. It is expected that all the departments shall follow below given guidelines to execute it in an effective way.

- Department shall allocate guide as per the domain of the guide at the beginning of this micro project activity.
- Micro project shall be preferably carried out individually in exceptional case it can be conducted group wise with the prior permission of Dean Academics and while preparing its group there shall not be more than 4 to 5 students in one group.
- Evaluation of the project shall be done by a committee consisting of the Head of the Department, faculty supervisor and senior faculty member of the department.
- There shall be CIE for micro project. Three progress seminars each of 25 marks shall be conducted in the respective department. Average of the same shall be considered for the final assessment.
- Micro project shall be course specific / case study based / technology specific.
- Define the Project Scope: Clearly define the scope and objectives of micro project. Students are expected to identify the problem they want to solve or the goal they want to achieve. Keep the project focused and manageable within the constraints of a micro project and duration of the project.
- Duration of the project is of one semester. Students are permitted to convert it into mini project or final project by enhancing its horizon and skill based entities involved in it.
- Plan and Organize: Create a project plan outlining the tasks, activities, and milestones involved in the project. Break down the work into smaller, manageable parts. Determine the resources, budget, and timeline required for the project.
- Gather Requirements: Identify the specific requirements for project. Understand the needs and

expectations of stakeholders or end-users. Clearly document the requirements to serve as a reference throughout the project.


- **Design and Prototype:** Depending on the nature of project, create a design or prototype to visualize your ideas and validate concepts.
- **Implement and Test:** Start implementing project based on the defined requirements and design. Test the project at various stages to identify and fix any bugs or issues. Guides are expected to regularly review and assess the progress to ensure that the project is on track.
- **Monitor and Evaluate:** Continuously monitor the project's progress and evaluate its performance against the defined goals. Make adjustments and improvements as necessary. Keep track of any changes, risks, or issues that may arise.
- **Document and Report:** Maintain proper documentation throughout the project. Record important information, decisions, and changes made. Prepare regular reports to communicate the project status, achievements, and challenges to stakeholders or supervisors.
- The micro project shall be submitted in a report form and presented before a committee, which shall evaluate it for 25 marks.
- Evaluation of the project shall be done by a committee consisting of the Head of the Department, mentor from the concerned industry, and faculty supervisor.
- It is expected that at the mid of semester feedback shall be taken from associated stakeholders and at the end of semester course end survey shall be taken up for this micro project activity. These feedbacks shall be taken by the respective departments. This iterative approach can help improve the project's quality and ensure that it meets expectations.
- **Reflect and Learn:** After completing the micro project activity, the micro project coordinator shall identify the lessons learned (through feedback), both positive and negative, and document them for future reference. Use this knowledge to enhance students' skills and department's approach in future projects in consultation with HoD.
- In order to evaluate the performance of the student, below given can be used. The liberty to modify these rubrics as per the requirement is given to the respective departments.


Sr. No.	Parameters to be Accessed	Poor (1)	Average (2)	Good (3)	Very Good (4)	Excellent (5)
1.	Topic Relevance	Addressed only one CO	Addressed two COs	Addressed three COs	Addressed four COs	Addressed all five COs
2.	Information Gathering/Survey	Only one source is used.	Two-three sources are used	Four-five reputed sources are used but older than 03 years	Four-five reputed sources are used and all are less than three years	Six-seven reputed sources are used and all are recent



3.	Quality of Project/Model Prepared	Incomplete in nature/Fabricated partially	Complete but not fully functional/Fabricated fully but working is partial only	Fully completed and completely working but creativity is missing	Fully completed, completely working, and observed some creativity too	Fully completed, completely working, and observed out of the box thinking in its creativity
4.	Presentation of the Micro Project	Major information is missing, not well organized, can't presented well	Information is available but it is not well organized and presentation	Information is available, it is well organized but not present well	Information is available, it is well organized, and well presented	Information is available, it is well organized, and presented in an outstanding way
5.	Report Preparation	Very limited in content, more than 10 spelling mistakes are found, not in appropriate format, no graphics are used	Limited in content, found 8-10 spelling mistakes, formatting is at satisfactory level, graphics are used but are of low quality	Contents are meeting requirements, found 5-7 spelling mistakes, formatting is good, graphics are satisfactory	Contents are good, spelling mistakes are less than 5, formatting is good, good quality graphics are used	Contents are good, found no spelling mistakes, formatting is good, graphics are creative and are of good quality
6.	Viva-Voce	Could reply to only one question	Could reply to two questions	Could reply to three questions	Could reply to four asked questions	Could reply to all asked questions

These guidelines serve as a starting point, and you may need to adapt them to suit the specific requirements and nature of micro project.

  
 Dean/Director Academics  
**Dean Academics**  
**Tulsiramji Gaikwad-Patil**  
**College Of Engineering**  
**and Technology, Nagpur**

  
 Vice Principal/Principal  
**Vice Principal**  
**Tulsiramji Gaikwad-Patil**  
**College of Engg. & Tech.**

**Copy to:** - All HoDs, Registrar, Deans, CoE, All section Heads, etc.

**C.c:-** Hon'ble Chairman, GPG

Hon'ble Vice Chairman, GPG

Hon'ble Treasurer, GPGI

All Directors

(for kind information)