Ref. No.: BIET/AUTO/CoE/ODD/2025-26/06   Date: 24-12-2025

CIRCULAR

Sub: Online Submission of MCA (III- Semester) Project Reports – Reg.

With reference to the above subject, the following instructions are issued regarding the **online submission of MCA (III Semester) Project Reports** through the **New Thesis Portal**(http://academics.rovelabs.com)

Submission of Project Report

Students of the MCA (III Semester) are required to submit their Project Reports in **both hard copy and soft copy (PDF format)** to the **respective Heads of the Departments** during the period **from 29th December 2025 to 3rd January 2026.**

No extension will be granted beyond the last date.

- **Hard Copy Submission:** Two (02) hard copies of the Project Report shall be prepared with **Parrot Green–colored cover pages**:
  - One copy for the student
  - One copy to be retained by the Department
- **Soft Copy Submission:**
  The soft copy in **PDF format** shall be uploaded to the Thesis Portal (http://academics.rovelabs.com /) by the **Head of the Department**.
- **Mandatory Upload Deadline:**
  The Project Report must be uploaded **on or before 3rd January 2026** to be eligible for the **award of Degree and Ranks.**

Marks Allocation

1) **CIE Marks:** 100 marks to be entered in the IA Online Portal.
2) **SEE Marks:** There will be 60 marks for exam (Average of evaluation of project out of 60 Marks, independently by Internal Guide and External Examiner) and 40 marks for Viva-voce (Seminar/question jointly awarded by Internal and External Examiners).
3) Passing Percentage in project work is 50% (50% in Internal Assessment marks, Internal guide valuation, external guide valuation and Viva-voce).

Important Notes

- At the time of uploading the thesis, the **HoD shall select the senior-most faculty member** with **more than five (05) years of experience** as the Internal Guide.
- The **Viva-Voce schedule** shall be planned such that **three (03) groups of five (05) students each,** with a **common external examiner,** are examined **per day.**
- The Viva-Voce examination shall be conducted jointly by the **External Examiner** and the **Internal Examiner/Guide.**

Online Uploading of Project Report

The Project Report shall be uploaded through the portal http://academics.rovelabs.com / on or before 3rd **January 2026.**

CoE   Principal

To:
The Dean (Academics)
The Chairpersons and Program Coordinators of all Departments

*Plagiarism checking has been introduced for the Project Reports submitted to the **Controller of Examinations (CoE)** as partial fulfillment for the award of the **MCA Degree.***
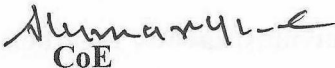
1. Upload the Project Report through http://academics.rovelabs.com /on or before **3rd January 2026**.
2. The Project Report shall be subjected to plagiarism check using **DrillBit Plagiarism Detection Software**.
3. The **maximum permissible plagiarism limit is ≤10% APC (Plagiarism Index ≤10%)**.
4. If the plagiarism index is **>10% for the first time**, the candidate shall resubmit the Project Report along with a **penal fee of ₹2,000/-** (Rupees Two Thousand only).
5. If the plagiarism index is **>10% for the second time**, the candidate shall resubmit the Project Report along with a **penal fee of ₹4,000/-** (Rupees Four Thousand only).
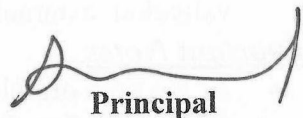
The following precaution may be taken before uploading the Project report.

- The **first PDF** shall contain the scanned signed **Certificate / Company Certificate / Acknowledgement / Declaration / Table of Contents**.
- *(Only the report cover page shall be in image-based PDF format.)*
- The **second PDF** shall contain the **main content of the report along with references.** *(Do not use headers/footers; text shall not be in image format.)*
- Maximum file size: **100 MB**
- Maximum number of pages: **300**
- Thesis file shall **not** be password protected.
- Certificates shall **not** be in image format.
- Save the PDF file using **Candidate Name and USN**.
- Uploading another candidate's thesis is **strictly prohibited**.
- **Mismatch of Name and USN is not acceptable.**
- Once submitted, the thesis **cannot be reopened for any changes**.

Remuneration

- **Project Report Evaluation:** ₹300/- per report
- **Viva-Voce:** ₹500/- per batch (05 students) per examiner *(Maximum of three batches per day)*

CoE

Principal