



**SREENIVASA INSTITUTE OF TECHNOLOGY AND MANAGEMENT STUDIES, CHITTOOR
(AUTONOMOUS)**

Approved by AICTE, New Delhi, Affiliated to JNTUA, Ananthapuramu.

EXAMINATION SECTION

Date: **17.04.2025**

CIRCULAR

**Sub: MBA (R22) & MCA (R20) – II Year – IV Semester Regular / Supplementary Project Work
Viva-Voce External Examination Schedule – April 2025– Reg**

It is informed to all the HODs that the **MBA (R22) & MCA (R20) – II Year – IV Semester Regular / Supplementary Project Work Viva-Voce End Examination** will be conducted from **22.04.2025 to 28.04.2025**. Hence the HODs are requested to prepare the detailed schedule and conduct the project work viva-voce examinations based on the rubrics assigned by the department. The last date to submit the following practical examination particulars to the exam section on or before **28.04.2025**.

In Envelope Cover (Internal Reviews):

1. Attendance Sheet (Three Reviews)
2. Award List – Internal Evaluation for Project Reviews
3. Consolidated Award List – Internal Evaluation for Project Reviews

In Envelope Cover (External PVV):

1. Attendance Sheet
2. D-Form
3. Award List - External Evaluation for PVV
4. PVV Award List (Yellow Sheet)

In Department Project File for Academic Audit:

1. Academic calendar
2. Proof of formation for Department Project Review Committee
3. Circulars/Notification for Internal Project Reviews
4. Circulars/Notification for External Project Review
5. Appointment of Examiners – Internal & External
6. Proof of email communication for External Examiner(s)


Controller of Examinations


Principal

Copy to:

1. The Dean (Academics)
2. Copy to all HODs of MBA and MCA
3. Circulation among the faculty members.



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EXAMINATION SECTION

Date: 17.04.2025

MBA (R22) and MCA (R20) – II Year - IV semester – Project Work Viva-Voce Exam Schedule

Exam Schedule	MBA	MCA
22.04.2025 to 28.04.2025	22MBA244 - Project Work	20MCA224- Project Work

Note to the Students for Project Work Viva-Voce:

1. Project report must be prepared as per the SITAMS model project report.
2. Hard copy of the Project Report is soft binding with **Block Color**.
3. **Three Hard Copies** (Department, Supervisor & Student copies) of the project report to be submitted during final viva-voce.
4. Entire project report is copied in CD/DVD and submitted along with the project report.

Note to the Students for Internship Report:

1. Internship report must be prepared as per the SITAMS internship model report.
2. Hard copy of the Internship Report including **Internship Certificate** is soft binding with **White Color**.
3. **Two Hard Copies** (Department & Student copies) of the internship report to be submitted during final viva-voce.


Controller of Examinations

Copy to:

1. The Dean (Academics)
2. Copy to all HODs of MBA and MCA with a request to arrange to read in the respective classroom.
3. Circulation among the faculty members and display on the notice board.
4. Copy to Computer Centre to upload the same in the college website.


Principal