

**Department of Electrical Communication Engineering**  
**Project Allotment Procedure for M.Tech. (EC) Students**

November/December 2023

1. The ECE Dept office will send out an email to all faculty members requesting them to submit a list of possible projects via an online form. The deadline for submission of the form will be 11:59pm on 12<sup>th</sup> November 2023. Although there may be an upper limit to the number of students allotted to each faculty, they are encouraged to list as many projects (and mention the total number of students) as they wish to take up during the academic period.
2. The ECE Dept office will collate and announce the list of projects on 13<sup>th</sup> November 2023. **The announcement will also state the maximum number (N) of project students a faculty member can take. The number of project students an honorary professor can take cannot exceed half of N.** Students are encouraged to meet faculty members who have announced projects in their stream. Faculty are requested to conduct online/offline sessions for briefing students on the projects they have offered. Information about these sessions can be shared by email or can be put up on the [ECE Dept sharepoint site](#).
3. Students will need to collect the project approval sheet signed by the MTech (EC) projects coordinator from the ECE Dept office. [Eventually the students will need to write down the name of the advisor, tentative project name, sign, and get their project advisor's signature on it indicating the advisor's willingness to guide the student. Photocopies will NOT be accepted.] **These sheets will be available to collect from the ECE Dept office from 27<sup>th</sup> November 2023 onwards.**
4. Students meet potential advisors, discuss projects, discuss their summer plans, and decide which group to join. **No advisor should sign up for more than the number of students indicated in Step 2.**
5. **4<sup>th</sup> December 2023, 5:00pm:** Deadline for submission of original signed project approval sheets. Each submitted sheet should have the project coordinator's original signature, the student's original signature and the advisor's original signature indicating concurrence. The student should hand over this original form to the ECE Dept office.
6. The Project Allotment Committee will process the submitted consent forms and prepare a list of allocations by 6<sup>th</sup> December 2023. The Chairman, ECE Dept, may convene a faculty meeting subsequently to ratify the allotments and to decide on situations that require special considerations.
7. The final project allotments will be announced on or before 11<sup>th</sup> December 2023. The decision of the faculty meeting will be binding on all students and faculty participating in the procedure.