



14th September, 2020.

Instructions to the Mumbai University Semester X students regarding the Jury / Viva Voce examination for Design Dissertation & ARD for academic session 2019-2020

Students to make a note of the following points and adhere to them strictly.

- The students to appear for Semester X jury all his backlog must be cleared.
- The Jury for the students of RCA will be conducted over 7th, 8th and 9th of October, 2020.
- The Jury time will be between 8.00am to 4.00pm.
- A pair of Jurors (2 external & 1 internal) will be going through each student's work.
- The respective student needs to be present with his/her work online with Audio and Video facility.
- The jury to be carried out on Google meet platform.
- The presentation time by each student should be maintained at 20 minutes (\pm 2 minutes). Only in extreme case the jury time may exceed to max.45minutes.
- The presentations time is to be kept in check by the internal faculty present at the Jury and they can tip the timer to the students.
- The student camera needs to be on at all times. If there is an issue with the connectivity / bandwidth we need to at least have the camera on when not presenting.
- Screenshot at the start and the end of each session with the presence of student and jury members to be taken as evidence for attendance at the Jury.
- Recording of jury may not be allowed.
- Students are required to email their work to the following email ID
 - thesis19-20@rizviarchitecture.edu.in by 30th of September, 2020 before 2100hrs.
 - The subject line in the email will be containing your ROLLNO/NAME/DD2019-20
- The students are required to email the following works:
 - The Black book
 - The Presentation (with voice over if need be)
 - The Panels if created

- The above files are to be emailed in PDF format only and with a file size not exceeding 20MB. It will be very difficult to email and coordinate otherwise.
- The file names to be strictly as follows using all CAPITAL letters and UNDERSCORES in between:
 - ROLL NO_NAME_SEM10_BLACKBOOK_A4
 - ROLL NO_NAME_SEM10_PRESENTATION_A3
 - ROLL NO_NAME_SEM10_SHEET01_A0/A1/A2/A3/A4 (number and name the sheets accordingly)
 - ROLL NO_NAME_SEM10_VIDEO_01 (if any)
- The college needs to ensure that the jury members receive the student work / material in time as prescribed by the university.
- ARD drawings will be a part of the presentation itself. Calculations and further notes can be inserted at the end as Appendix and one may go over it only if necessary or as needed.
- Please try to be alone in the space where you would be attending the Viva, necessary precautions to be taken to maintain some decorum in the space you are attending from.
- Questions & Answers to be posted in the chat box if necessary.
- If due to any reason a student is not able to be present
 - 1) It should be notified to the Principal and the respective guide, subject and class in charge at the earliest.
 - 2) A presentation with a Voice Over can be posted in advance as a compromised alternative.
 - 3) In case of unavoidable technical difficulties, the Jury team needs to be informed and a Jury at a later date needs to be accommodated following all the protocols.
- Second review of the work can be done by the senior examiner if necessary. The college is responsible to share the work to the necessary jurors as and when required.
- The phone numbers of Students, Internal Jury members, the respective Guides and the External Jurors will be shared with each one in case of any communication breakdown.
- Helpline number : **Mrs.Swati Palekar** + 91 7400184510




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Asso. Prof. Asif Syed
DD Incharge
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