 BAHRIA UNIVERSITY Group No

(To be filled by project coordinator)

Islamabad Campus

**Final Year Project (FYP) Proposal Submission Form (Session 2014-2015)**

**Note :- This form must be TYPED (all GREEN text boxes) – handwritten forms will NOT be accepted.**

**Project Definition:**

1. Bachelor Level students are recommended to work in group (individually can also be done). Maximum number of student(s) for a hardware project is four, if approved by FYP evaluation committee.
2. There are four different evaluation groups under which a Project can be selected.

 i) Power System and Renewable Energy ii) High Speed Digital Design iii) Control Systems iv) Communication Systems

1. This is a six credit hour course (3 credit hours/semester) and shall be graded as other modules in the semester.
2. If the project proposal is accepted, Project Coordinator will issue an Approval Letter after Project-I dues are submitted.
3. Every group must register Project-I, Project – II in their 7th and 8th Semester respectively.

**Instruction for Students:**

1. FORM-A, FORM-B must be filled by individual or group registering for FYP.
2. Complete up-to-date transcript of all semesters must be attached with this form by all the individuals in a specific group.
3. All members of the group MUST sign Line 16 of Form B (else shall not be considered as part of the group registering for FYP)
4. Project Deadlines as stated to be followed strictly (any change in the deadline would be informed to you by Project coordinator).
5. Display of your FYP at Bahria University Open House (BU-OH) is mandatory; as it carry marks.
6. If the project is not completed in the time specified. The individuals and each member (in a case of group) have to re-register their project for the next academic year and pay the full fee of modules Project-I and Project-II.
7. Student not showing his/her project progress to the supervisor for two consecutive weeks, his/her absence shall be reported to the concerned head of department for further actions. Student not showing his/her project progress to the supervisor for five weeks, his/her registration for the project shall stand cancelled and he/she will be required to re-register with payment of full fee.
8. After project approval by the evaluation committee each group will have to submit their monthly progress reports at the beginning of each month to their supervisor (as it contains marks). Monthly progress is divided into series of 8 months starting from September 2014 to May 2015
9. Student should inform to the project coordinator about continuous non-availability of the supervisor (In case of permanent faculty).
10. Use extra-space wherever needed while answering to the questions in Form B (FORM to be submitted – TYPED).
11. Mark bold (X) in the box wherever applicable.
12. Two Sets of proposal form must be submitted (Original copy to project coordinator and photocopy to respective supervisors).

**Instruction for Supervisor:**

1. FORM-C must be filled by the supervisor.
2. FORM-A, FORM B filled by students must be crossed checked by the supervisor.
3. Supervisor and the concerned student(s) shall meet at least one hour per week. Per week schedule should be displayed outside the office of the concerned supervisor.
4. Supervisors are to maintain Project file for each project he/she is supervising. Project file must contain all monthly progress reports (8) submitted by students. Supervisors are required to evaluate progress of project using monthly progress reports.
5. Project files must be submitted at the end of the project to Project coordinator.
6. Supervisors are required to prepare their students before any scheduled Presentation/Demonstration
7. Before FYP report submission supervisors are required to check for plagiarism and generate plagiarism report.
8. Timely Warnings in writing should be issued to the students for not showing any progress of the project and also be notified to the project coordinator (and also be attached in the project file).

**Evaluation of the Project**

1. Four different Evaluation committees/groups would be evaluating projects which fall in their domain. Each committee consists of 4-5 faculty members headed by a senior faculty member.
2. Continuous evaluation of the project will be done by the concerned supervisor and the evaluation committee.
3. Project Grade will depend upon marks given by Evaluation group/committee, Project Supervisor, Internal Examiner, External Examiner and Project coordinator
4. In Final Defense Internal examiners will be called from the evaluation committee of the project.
5. External examiner will be appointed from reputed industries/academic institutions on recommendation of Head of Department and Project coordinator.
6. 30% marks of the total evaluation are allocated for showing regular progress (submitting monthly reports) to your respective supervisors and 10 % of the total emulation is allocated for following the deadlines communicated to you by your project coordinator
7. Breakdown of Grading for Evaluation of FYP is as follows

|  |  |  |
| --- | --- | --- |
| **Evaluation Breakdown** | **Evaluator** | **Marks** |
| Following Timeline\Deadlines  | Project Coordinator | 10 |
| Regular Monthly progress Reports | Supervisor | 30 |
| Initial Project Defense (Presentation) | Evaluation committee | 15 |
| Midterm Project Defense (Presentation) | Evaluation committee | 15 |
| Final Defense (Thesis/Demo/Viva) | Internal and External Examiner | 30 |

1. Award List will be signed by the evaluation committee head, internal examiner, external examiner, supervisor, project coordinator and the head of department.

**Tentative FYP Timeline / Deadlines (Session 2014- 2015)**

1. Final year project proposal form submission to Project Coordinator- **5 September** **2014.**
2. Final year project proposal presentations **18 -19 September** **2014.**
3. Deferred proposal presentations **25 – 26 September 2014.**
4. Project Abstract and CV’s (Soft copy) submission to project coordinator **5th Dec 2014.**
5. Initial Project Defense **11 – 12 Dec 2014.**
6. Pena flexes chart and brochures **14 Feb 2015.**
7. Midterm Project Defense **5-6 March 2015.**
8. Project Report/thesis (softcopy) submission (including plagiarism report) to respective supervisor **17 March 2015.**
9. Final Project Defense **3 - 4 week of April 2015**.
10. Bahria University Open House **13 – 14** **May 2015.**
11. Project Report/thesis (hard copy) submission (including plagiarism report) to Project Coordinator **20 May 2015.**

*(Any changes in these deadlines would be communicated to you by Project coordinator)*

**(For Official Use only)**

Project Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Presentation Date/Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved Not Approved

Project Committees Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Committee Head: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature: \_\_\_\_\_\_\_\_\_ Project Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_

Member of Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_ Member of Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_

Member of Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_ Member of Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_

Member of Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_ Member of Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_

Committee comments\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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### FORM-A

**(To be filled by student(s))**

1. Department:

X

1. Number of Students: 1 2 3 4

1. Project Title:
2. Supervisor Name:
3. Group Name: Software Engineering Image/Speech Processing E-Learning Others
4. Student(s) Information:

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| --- | --- | --- | --- | --- |
| **Name** | **Enrolment #**  | **Cell #** | **Email # ID** | **Postal Address** |
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 **Note:- Tick the name of Group Manager.**

### FORM-B

**(To be filled by student(s))**

1. Specify Project Domain : Hardware Software/Simulation project
2. Degree Project Type: Industrial Self Defined

 Note: In case of Industrial project, following documents must be attached

1. A copy of approved notification from the organization
2. List of names, designation, departments and contact numbers of the respective references.
3. Background

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1. Problem Statement

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1. Objective of the Project

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1. Methodology for Implementation of Project

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1. Project TimeLine

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| *Project timeline for two semesters should be described such as* |

1. Budget Description

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| **Equipment / Components** | **Price (PKR.)** |
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| **Total**  |  |

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1. Tell whether funding is required for the execution of proposed research or not? Yes No
2. Tools(software/hardware)

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| *.*  |

1. I/ We hereby state that the above mentioned goals of our final year project shall be completed within the due dates specified by the Department. I/ We shall abide by all the rules set by the department and we have read all the instruction mentioned on page in this form. I/We shall be not using any unfair means to complete our project and we admit that Plagiarism is a professional sin and we shall not use it.

 Name: Enrolment # Signature/Date:

 Name: Enrolment # Signature/Date:

### FORM-C

**(To be filled by supervisor)**

1. Title of Project being supervised:
2. Name of Supervisor:
3. Project Group Software Engineering Image/Speech Processing E-Learning Others
4. Cell No.: Email Contact:
5. Supervisor Details : Permanent Faculty Member Visiting Faculty Member
6. Specify Department:
7. If External Supervisor, provide profession details (**Kindly Attach latest CV, of external supervisor**):
8. Address of working place:
9. Designation:
10. Supervisor Comments:
11. Supervisor Signature / Date: