



Guidelines for Final Year Project

Department of Computer Science
Bahria University, Islamabad

1. Degree Project is of 6 credit hour (divided into two semesters, (3credit hours/semester).
2. Student must register Project-I in the 7th semester and Project–II in the 8th Semester.
3. With effect from the Fall 2015 intakes, the eligibility criterion for registering for the Final Year Project (FYP) shall be clearance of at least 90 credit hours by the 6th semester.
4. Deadlines for Proposal submission, Mid-term evaluation and Final submission would be announced by the Project Coordinator.

Project Proposal:

1. FORM-A must be filled by individual or group registering for degree project.
2. Complete up-to-date transcript of all semester, prior to the semester registering the degree project must be attached by all the individuals in a specific group.
3. All students MUST sign undertaking (Part 11 of Form A).
4. Project proposal Deadlines announced by the project coordinator has to be followed strictly.
5. If the proposal is not submitted in the time specified. The individuals and each member (in a case of group) have to re-register Project I for the next semester.
6. Two SETS of proposal form and proposal report must be submitted to project Coordinator.
7. Proposal report must contain Project Objective/Problem Statement, Problem Description, Proposed Solution Methodology, Milestones, Feasibility Study and Tools (hardware/software) to be used. Report must not exceed 6 pages.
8. There would be a formal Presentation of proposal that would be evaluated by the panel. The evaluation panel would have the authority to approve, disapprove or defer the proposal.
9. In case that the proposal is not approved, the students are provided with a specified time by the project coordinator to resubmit and represent another proposal.
10. In case the project is deferred, the students have to make some amendments in the proposal and represent again within a specified time.
11. In case the proposal is deferred twice, then students need to re-register the project I in the next semester.
12. Form G duly filled by supervisor would be required to be submitted to the project coordinator after the acceptance of proposal.
13. After the submission of Form G, Project Coordinator will issue an Approval Letter.

Project Progress:

1. A Student not showing his/her project progress for two consecutive weeks, his/her absence shall be reported by the supervisor to the concerned head of department for further actions.
2. Student not showing his/her project progress 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.

3. Student should inform to the project coordinator about continuous non-availability of the supervisor. (In case of permanent faculty only).
4. FYP Report format would be provided by the project coordinator and this format must be followed by the students for the preparation of FYP report.
5. 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 semester and pay the full fee of Project-II.

Project mid-term Evaluation:

1. Mid-term evaluation would be performed by the supervisor.
2. Mid-term evaluation would be recorded in Form D.
3. 10 marks are allocated for mid-term evaluation.
4. Form D duly filled must be submitted by the supervisor to project coordinator office before the announced deadline.

External Evaluation:

1. Supervisor has to approve FYP for external evaluation by signing FORM I.
2. External evaluation would be performed by one external and one internal examiner.
3. 60 marks are allocated for the external evaluation.
4. Award List will be signed by the internal examiner, external examiner, supervisor, project coordinator and the head of department.
5. External examiners will be called for evaluation from the approved list of examiners of the Bahria University, Islamabad.
6. External Examiners will be mostly appointed from reputed industries/academic institutions on recommendation of Head of Department.
7. Evaluation result by the examiners is considered final and hence cannot be challenged.
8. The amendments in the FYP recommended by the external examiners must be conveyed by the project coordinator to the supervisor.
9. Supervisor must ensure that all recommended changes are incorporated in the project report and project code, before the final submission.

Open House and Project competition:

1. Evaluation Panels for project competition have to be constituted by the project coordinator with the approval of HOD.
2. Supervisor has to approve the FYP for the open house and project competition participation by signing FORM H.
3. Students having backlog would not participate in the open house and project competition.
4. Evaluation for project competition would be performed before open house.

Supervisor's Responsibility:

1. FORM-B must be filled by the supervisor.
2. It is advised that supervisor and the concerned student(s) shall meet at least one hour per week.
3. Per week schedule should be displayed outside the office of the concerned supervisor.
4. Project file shall be returned to the Project Coordinator after completion of the project.
5. It would be the responsibility of the supervisor to have FYP mid-term evaluation.
6. Supervisor is responsible for ensuring that all the observations of the evaluation panel are fully accommodated for the proposal and external evaluation. Evaluation panel's comments would be conveyed through the FYP coordinator.
7. Supervisor has to approve the FYP for the open house participation and external evaluation by signing the Form G and Form H respectively.
8. Continuous evaluation of the project will be done by the concerned supervisor. 20 marks are allocated for student's regular progress.
9. One supervisor can supervise maximum 5 projects per semester.

Marks Distribution:

1. The marks distribution for the final year project is mentioned below:

- Supervisor Evaluation	20
- Mid-Term Evaluation	20
- External/Final Evaluation	60
2. The grades are allotted according to the grade allocation policy of Bahria university.

Evaluation Panel:

1. Evaluation Panels have to be constituted by the project coordinator with the approval of HOD.
2. The evaluation panels would be responsible for proposal defense.
3. Members of evaluation panels would also be part of external evaluation.