SOP Number   ES/FYPC/SOP-004

SOP Title   FYP COMMITTEE SOP

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1. DOCUMENT OWNER

Final Year Project Committee of Electronic Engineering Department.

2. PURPOSE

The purpose of this SOP is to

- Provide guideline to execute final year project committee activities
- Provide guideline to perform OBE based evaluation of thesis/ project.
- Provide timeline for the conduct of Final year project through one year time span.

3. SCOPE

The SOP covers all the faculty members and students involved in the final year thesis/project process.

Standard Operating Procedure (SOPs) of Final Year Project Committee

Final year project committee is responsible and authorized to perform following duties:

DUTY 1: CALL FOR PROPOSALS

1.1   Initiate call for proposal (via Email/Notice Boards/ Department Facebook Page/ FYP Ms Teams) before the end of 6th semester for final year students.

1.2   Collect the proposals with designated supervisors, co-supervisors, collaborators and students using FYPF-03 form (available for download at MUET's ES web page under Thesis Projects Tab) and according to the merit list issued from clerk office for the most recent semester result announced.

1.3   Form groups of left over students if any as per departmental policy.

DUTY 2: MAKE A TIME LINE

2.1   Sample timeline

Tentative Time line for the Final Year Project be made at the start of new session that can add/ exclude various seminars/ webinars/ workshops/ CPD courses as per FYP students' requirements and FYP committee discussion time to time.

In the 2nd last week of 6th Semester	Call for Proposals and Group Formation
(Start of 1st week of 7th semester)	Project Proposal Submission deadline
(End of 1st week of 7th semester)	Display of List of Approved Project Proposals
2nd week of 7th Semester	Initial Seminar
Within three days of initial seminar	Display of Initial Seminars Results
After 15 days of initial seminar	Repeat Initial Seminar
Within 3 days after repeat initial seminar	Final comments/result Display
Examination Dept. will announce date	First Viva Exams
Training/ Workshop Sessions	OBE Based FYP
	Funding opportunities for FYP
	Academic Writing Techniques/Strategies and Plagiarism policy awareness (Turnitin)
	Drafting of thesis and Presentation
	Research paper & Review paper writing
	Latex (Thesis Writing Tool)
	End Note (Reference Tool) / Mendeley (Referencing Tool)
Chairperson will announce date (after last Practical Viva)	Poster, Presentation, Project Display & Final Viva Exams

DUTY 3: CONDUCT INITIAL SEMINARS

3.1   Conduct in the first two weeks of the 7th semester preferably.

3.2   Inform (via Email, website, Notice boards, MS Teams) the supervisors and students about the date of initial seminars.

3.3   Provide the students sample PPT and the guidelines (available online on MUET's ES web page under Thesis Projects Tab)

3.4   Select an appropriate venue (i.e., Computer Lab/ MS Teams) and plan for power point presentations.

3.5   Invite all faculty members and FYPC members.

3.6   Provide faculty members the list of final year projects and evaluation forms.

3.7   Send the feedback of the faculty back to the supervisors and students.

3.8   Ensure the presence of FYP committee members and Head of the Dept.

3.9   Ensure that supervisors should submit the students PPT to FYPC secretary a day before initial seminars through email.

DUTY 4: CONDUCT FIRST VIVA EXAM

4.1   The first viva exam should be conducted on the dates as announced by the Controller Examination.

4.2   Select an appropriate venue (i.e., Computing Lab of ES Department).

4.3   Make arrangement for power point presentation.

4.4   Take attendance of all students appearing for presentation viva.

4.5   Arrangement of an adequate refreshment/Lunch for external examiners. This lunch should be sought by the Chairperson ES.

4.6   Provide award lists for External, Chairman and Internals along with stationary (blank pages, pencils, erasers, pens).

4.7   Get the consolidated award list prepared that may be through secretary FYP committee and Departmental QOBE coordinator.

4.8   Submit the consolidated award list within the three days of first viva exams.

4.9   Invite external examiners nominated by the Chairperson ES.

DUTY 5: OPEN-DAY

5.1   Organize poster/hardware exhibition and viva on same day in parallel, to resume the practice of hardware demo + presentations.

5.2   Invite judges and all faculty/university.

5.3   Get projects evaluated by judges/Experts of panel for viva-voce (Evaluation form samples, CLO wise marking criteria and Rubrics are available on ES webpage under Thesis Projects Tab)

5.4   Arrange lunch/Refreshments for Judges/external experts (Provided if budget is approved). This lunch should be sought by the Chairperson ES.

5.5   Select an appropriate venue (i.e., Department Labs) and plan arrangements.

5.6   Possible arrangement of prizes subject to the approval/availability of funds on open day.

DUTY 6: CONDUCT FINAL (SECOND) VIVA-VOCE EXAM

6.1   The final seminars should be conducted within the 15 days after the final examinations.

6.2   Invite external examiners approved by the Dean.

6.3   Select an appropriate venue (i.e., Computing Lab of ES Department).

6.4   Make arrangement for power point presentation.

6.5   Take attendance of all students appearing for final presentation viva.

6.6   Arrangement of an adequate refreshment/Lunch for external examiners. This lunch should be sought by the Chairperson ES.

6.7   Provide award lists/ rubrics evaluation forms for External, Chairman and Internals along with stationary (blank pages, pencils, erasers, pens).

6.8   Get the consolidated award list prepared.

6.9   Submit the consolidated award list within the three days of final seminar.

DUTY 7: THESES ABSTRACT BOOK

7.1   Supervisors must ensure that the students should submit the abstract, pictures, poster, video and summary of main results of their respective groups, Turnitin reports, monthly progress reports via email. The specifications for video length, poster dimensions shall be notified through email/fb posts/ notice-board/ MS Teams circulars.

7.2   Consolidate the abstracts and results in a book format.

7.3   The abstract book should be published within two weeks of final viva exam.

7.4   The reasonable quantity of abstract books publications should be done by the HoD of ES Department and FYP committee will ensure its availability online.

7.5   Thesis books should be submitted in soft copy first to the supervisors on/ before the announced deadline for proof reading with all the formatting according to FYP rules (thesis templates in Latex and MS word available online on MUET's ES web page under Thesis Projects Tab) which will be forwarded to the FYPC through supervisors for further evaluation

7.6   Referencing tool utilization (Endnote/ Mendeley or Latex) is made compulsory for the FYP groups, they have to provide bibliography file along with the thesis soft copy.

7.7   Turnitin Similarity index report (≤ 19%) is also made compulsory to be submitted with the thesis.

DUTY 8: MEETINGS

8.1   FYP committee should hold at least two meetings per year to discuss evaluate projects and make any changes in the policy or related matters (i.e., one in each semester).

8.2   The minutes of meeting should be recorded and maintained by the secretary of the committee.

DUTY 9: ORGANIZE WORKSHOPS

9.1.   Organize a workshop on OBE based FYP.

9.2.   Organize a workshop on Prospect Funding opportunities for FYP (in 7th Semester after Mid).

9.3.   Organize a workshop on Academic Writing Skills & Plagiarism policy awareness (Turnitin) (In 7th semester, after Mid).

9.4.   Organize a workshop on Drafting of thesis and Presentation Before 7th Semester Final Examination.

9.5.   Organize a workshop on Mendeley (Referencing Tool) (In 8th semester before Mid).

9.6.   Research paper & Review paper writing (In 8th semester before Mid).

9.7.   Organize a workshop on Latex (Thesis Writing Tool) (In 8th Semester after Mid).

DUTY 10: MISCELLENEOUS

10.1 The FYP committee will also try to facilitate the supervisors to get their remuneration bills. In this regard a collective bill similar in the pattern of invigilation duties will be prepared by the Secretary of FYP Committee.

10.2 Formulating the policy matters regarding the final year project would be the responsibility of FYP Committee.

10.3 Students are encouraged to use two allocated FYP labs, i.e. Project Lab-1 (ES dpt and Project Lab-2 (IIT building, for their FYP work. The students should get them registered through Engr. Burhan for issuing lockers, RFID cards for lab access at start of the FYP and return them back towards the end for IT Project Lab.

10.4 List of components like Arduinos/ Raspberry Pi etc., is available with the respective FYP Project Lab incharge and Engr. Burhan for lending and also displayed on the project labs' notice boards. The students can consult respective lab incharge through their FYP supervisor and Lab Equipment Issuance form for their issuance on first come first serve basis. The components will not be issued for duration of more than three months in order to facilitate maximum number of FYP groups and help them in initial hardware gathering only till they purchase their own components within allocated time.

DUTY 11: GUIDELINES FOR SUPERVISORS/STUDENTS (RECOMMENDATIONS)

11.1 Every faculty member must supervise minimum 1 group (mandatory). In case of remaining groups, chairperson will assign supervisors depending upon the research topic/area (preference will be given to close relevance to faculty suggested topics) along with recommendation of FYPC.

11.2 One regular faculty member can supervise maximum 2 groups and also can co-supervise the same number of groups. (If number of groups in a batch are more than number of faculty members for 1 supervisor/ group ratio).

11.3 Supervisor will be from department of Electronics. whereas co-supervisor can be from outside department. Lab-Supervisors can co-supervise and TAs can co-supervise/ provide consultancy to the FYP groups. Co-supervision from industry is strongly recommended & encouraged. In case of industrial collaboration mentioned in the project proposal, students must attach consent/support letter from the industry/organization. Interdisciplinary & SDGs targeted projects are also appreciated. Co-supervision from other departments with strong justification is also welcomed.

11.4 Students can form an FYP group Comprising maximum of 3 members. Top ranked students (list issued by clerk office, number of toppers = class strength/3) will be Group leaders (GL). Every G.L will be given choice to select other two team members.

11.5 Supervisors/Co-supervisors (at least one of them) should be present during initial/final progressive presentations otherwise their topic or result will not be finalized.

11.6 The supervisors should produce a record (minutes) of at least 10 reports for the meetings/ semester with each group and maintain a log book for each project.

4.   CHANGE HISTORY

SOP no.	Effective Date	Significant Changes	Previous SOP no.
ES/FYPC/SOP-001	28th JAN 2019	N/A	N/A
ES/ FYPC/SOP-002 02-08-2019	9th AUG 2019	- Formation of group with only 3 members allowed - Usage of referencing tool is made compulsory - Submission of Turnitin report with similarity index as per the university policy - Research paper submission proof is made compulsory.	ES/FYPC/SOP-001
ES/ FYPC/SOP-003 06-10-2020	5th NOV 2020	- Revised FYP committee included. - Provision for usage of online platform like MS Teams included for conduct of initial/ final seminars/ workshops/ CPD course/ FYP meetings etc after Covid-19. - Timeline for scheduled workshops updated with inclusion of newly proposed workshops. - Faculty suggested Thesis/ Project Topics activity included before 'call for proposals' schedule. - Group formation rules revised. - Revised Call for Proposals- FYPF-03 included. - FYP Rubrics +CLO/PLOs updated. - Mechanism for FYP components issuance from FYP labs updated. - Support letters made compulsory to be attached with CFPs in case of collaborative/ industrial projects. - Presence of supervisor/ co-supervisor made compulsory during seminars/ Final Viva exams	ES/FYPC/SOP-002
ES/ FYPC/SOP-004 21-07-2023	31st July 2023	- Revised FYP committee included. - Removed requirement for the publishing of a research paper from each group. - Removed requirement for faculty suggested project list during making the call for proposals.	ES/FYPC/SOP-003