



**Degree Project Proposal Submission Form (Session 2013-2014)**

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

**Degree 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 Degree project approval committee.
2. Master level project will preferably done as individual but in case of large project, maximum of two students will be allowed on approval of Degree project approval committee.
3. In case of two or more students, the project work must be clearly defined for each individual.
4. This is a 6 credit hour course (divided into two semesters, (3 credit hours/semester) and be shall be graded as other modules in the semester.
5. If the project proposal is accepted, Project Coordinator will issue an Approval Letter after Project-I dues are submitted.
6. Every group must register Project-I , Project – II in their 7<sup>th</sup> and 8<sup>th</sup> Semester respectively .

**Instruction for Students:**

7. FORM-A, FORM-B must be filled by individual or group registering for degree project.
8. 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.
9. All members of the group MUST sign Line 14 of Form B(else shall not be considered as part of the group registering the degree project).
10. Project Deadlines as stated to be followed strictly.
11. Display of your degree project work at Bahria University Open House (BU-OH) is mandatory; as it carry marks.
12. 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.
13. Student not showing his/her project progress for two consecutive weeks, his/her absence shall be reported to the concerned head of department for further actions.
14. 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.
15. Student should inform to the project coordinator about continuous non-availability of the supervisor. [in case of permanent faculty only].
16. Using an extra-sheet wherever needed while answering to the questions in Form B. [ FORM to be submitted – TYPED].
17. Mark bold (X) in the box wherever applicable.
18. FOUR SETS of proposal form and proposal report must be submitted [one original and THREE Photocopies].

19. Proposal report must contain Problem Statement, Proposed Solution, Path-Line to be followed, Time-Line bar, Tools (hardware/software) to be used, flow diagrams (must not be more than 5 to 6 pages)

### **Evaluation of the Project**

20. Continuous evaluation of the project will be done by the concerned supervisor. 30% marks of the total evaluation are allocated for submission of regular monthly progress report.
21. On the completion of the project the marks distribution are mention below:
- |  |                                  |
|--|----------------------------------|
| - Time-Line bar progress\Deadline progress       | 10                               |
| - Regular monthly progress report \ Initial viva | 30                               |
| - Initial/Final Viva                             | 60 (30 Thesis, 15 Demo, 15 Viva) |
22. Award List will be signed by the internal examiner, external examiner, supervisor, project coordinator and the head of department.
23. Internal / External examiners will be called for evaluation from the approved list of examiners of the Bahria University, Islamabad.
24. External Examiners will be mostly appointed from reputed industries/academic institutions on recommendation of Head of Department.

### **Degree Project Timeline / Deadlines (Session 2013- 2014)**

- Degree project proposal submission form deadline **2<sup>nd</sup> September 2013**– 11:30 am to Electrical Engineering project coordinator.
- Degree project proposal presentations (**12<sup>th</sup> -13<sup>th</sup> September 2013**).
- Deferred Proposal presentation (**19<sup>th</sup> – 20<sup>th</sup> September 2013**).
- Three bi-monthly reports (Sep-Oct 2013, Nov-Dec 2013, and Jan- Feb 2014) to be submitted in the last week of respective month to your supervisor.
- Abstract of Degree Project and CV's (Soft and hard copy) to be submitted by **5<sup>th</sup> Dec 2013** to project coordinator.
- Initial Degree Project Defence **6<sup>th</sup> – 10<sup>th</sup> Jan 2014**
- Pena flexes chart and brochures submission on **14<sup>th</sup> Feb 2014** to Project Coordinator.
- Complete Degree project thesis submission (including plagiarism report) deadline **1<sup>st</sup> April 2014- 11:30 am** to your respective supervisor.
- Viva from **2<sup>nd</sup> week of April 2014**.
- Bahria University Open House (BU-OH, 2014) on **29<sup>th</sup> – 30<sup>th</sup> April 2014**.

### **Instruction for Supervisor:**

- I. FORM-C must be filled by the supervisor.
- II. FORM-A, FORM B filled by students must be crossed checked by the supervisor.
- III. It is advised that supervisor and the concerned student(s) shall meet at least one hour per week.
- IV. Per week schedule should be displayed outside the office of the concerned supervisor.

- V. Project file shall be checked once per semester.
- VI. Project file must contain all FOUR progress report submitted by individual/group.
- VII. Before final submission of Project file, supervisor is requested to ensure it contains monthly progress report, final thesis, plagiarism report, progress marks, Request for external examination form of every student.
- VIII. Project file for each project is to be maintained by the concerned supervisor.
- IX. 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).

**(For Official Use only)**

Presentation Date: \_\_\_\_\_ Time: \_\_\_\_\_

Approved       Not Approved

Project Committees:

Department of \_\_\_\_\_ Group No: \_\_\_\_\_

President of Committee: \_\_\_\_\_ Sig nature: \_\_\_\_\_

Member of Committee: \_\_\_\_\_ Sig nature: \_\_\_\_\_

Member of Committee: \_\_\_\_\_ Sig nature: \_\_\_\_\_

Project Coordinator : \_\_\_\_\_ Sig nature: \_\_\_\_\_

Head of Department Signature: \_\_\_\_\_

# FORM-A

(To be filled by student(s))

1. Department:  Electrical Engineering(EE)  Computer & Software Engineering (CSE)  Graduate Studies & Applied Sciences(GS&AS)

2. Degree Level:  Bachelor  Master  PhD

3. Degree Program:  EE  SE  T&N  CE  TE  CS

4. Number of Students:  1  2  3  4

5. Project Title:

6. Supervisor Name:

7. Student(s) Information:

Name	Enrolment #	Class	Cell #	Email # ID	Postal Address

**Note:- Tick the name of Group Manager.**

# **FORM-B**

(To be filled by student(s))

8. Degree Project :  Thesis  Project
- a. If Thesis, specify Domain:  Research Thesis  Research Paper
- b. If Project, specify Domain:  Hardware Project  Software/Simulation Project
9. Degree Project Type:  Industrial  Self Defined

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

- i. A copy of approved notification from the organization
- ii. List of names, designation, departments and contact numbers of the respective references.

10. Identify the area in which you plan to work in.

11. Set-forth the question(s) you will attempt to answer and/or hypothesis you plan to test in your degree project.

12. Briefly describe the methods you plan to follow to answer the question set-forth under 11 above.

13. PERSONAL STATEMENT: (This section must state the details as to why you want to do this degree project, what inspired you, what are your (group) goals, and impact of this degree project on achieving these goals)

14. I/ We hereby state that the above mentioned goals of our degree 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 [1,2,3] of this form.

I/We shall be not using any unfair means to complete our degree project and we admit that Plagiarism is a professional sin and we shall not use it.

Name:  Enrolment #  Signature/Date: \_\_\_\_\_

Name:  Enrolment #  Signature/Date: \_\_\_\_\_

Name:  Enrolment #  Signature/Date: \_\_\_\_\_

Name:  Enrolment #  Signature/Date: \_\_\_\_\_

# **FORM-C**

(To be filled by supervisor)

15. Title of Project being supervised:

16. Name of Supervisor:

17. Telephone No:

18. Cell No.:

19. Email Contact:

20. Supervisor Details :

Permanent Faculty Member

Visiting Faculty Member

a. Specify Department:

EE

CSE

GS&AS

b. If External Supervisor, provide profession details (**Kindly Attach latest CV, of external supervisor**):

i. Address of working place:

21. Designation:

22. Supervisor Comments:

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23. Supervisor Signature / Date:

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