



# Final Year Project (FYP) Regulations

ORIC/ARC

DEPUTY DIRECTOR ORIC

## Table of Contents

<b>1. Preamble .....</b>	<b>2</b>
<b>2. Supervisor Allocation .....</b>	<b>2</b>
<b>Supervisor .....</b>	<b>2</b>
<b>3. Proposal Defense Presentation.....</b>	<b>2</b>
<b>4. Internal Project Defense Presentation .....</b>	<b>3</b>
<b>5. External Project Defense Presentation.....</b>	<b>4</b>

## 1. Preamble

BS Degree Project is of 6 credit hours (divided into two semesters, 3 credit hours/semester). Student must register Final Year Project-I in the 7th semester and Final Year Project-II in the 8<sup>th</sup> Semester.

## 2. Supervisor Allocation

- 2.1 The student will fill the Supervisor Allocation Form (Annex-A) along with Results of all previous semesters and a 2-pages (1000 words) research project proposal, take signatures from proposed supervisor(s), respective HOD/Program Coordinator, Faculty Dean, Controller/Deputy Controller of Examination and submit to DRC.
- 2.2 DRC prepare the documents and submit to ARC for approval.
- 2.3 Supervisor allocation is notified by Director/Deputy Director ORIC/ARC and DRC will circulate the notification.
- 2.4 After notification HOD/Program Coordinator issue letter to supervisor(s) “Appointment of Supervisor” (Annex-B).
- 2.5 Supervisor will responsible to submit Supervision Meeting Record (Annex-C) on monthly basis.

## Supervisor

- 2.6 The Supervisor will be a faculty member or a professional in the relevant field holding a degree not lower than that of the program applied for. In case the Supervisor’s highest qualification is BS, he/she must have minimum three years’ research project experience including minimum two research papers published in the HEC recognized journals. The HOD will issue letter of appointment to the Supervisor on the prescribed format Annex-B.
- 2.7 If the Principal Supervisor is not available temporarily, the Co-Supervisor, or the Head of Department (HOD), may act as a Principal Supervisor.
- 2.8 The Principal Supervisor will not be changed except under extraordinary circumstances. In case of a serious problem between a student and the Principal Supervisor, the student may request the HOD/DRC to change the Principal Supervisor. The DRC will investigate the matter and bring it before the ARC. The ARC will take the decision on the matter.
- 2.9 A supervisor will be assigned five BS research projects. Maximum supervisory load, however, will remain linked with the HEC policy in this regard.

## 3. Proposal Defense Presentation

- 3.1 Respective DRC will provide Presentation Format (Annex-D1) and Proposal Document Format (Annex-D2) to the student.
- 3.2 The student will prepare research project proposal under guidance of the Supervisor/Co-Supervisor.
- 3.3 The research proposal will be first submitted to DRC as per prescribed Proposal Format (Annex-D2) for format check. HOD/PC issue Format Correction Letter (Annex-D3).
- 3.4 The research project proposal will be submitted to PSC/Director QEC for plagiarism check. Director QEC will issue Certificate of Originality (Annex-E) upon successful plagiarism check (below 17%).
- 3.5 The student will fill the Evaluation Request Form (Annex-F), take signatures from supervisor, respective HOD/PC, Faculty Dean and submit to HOD/DRC along with following documents:
  - a. Softcopy of Research Proposal (Email/CD)
  - b. Three (3) copies of Proposal in spiral binding
  - c. Format Correction Letter from HOD (Annex-D3)
  - d. Student’s Declaration (Annex-D4)
  - e. Plagiarism Undertaking by Students (Annex-D5)
  - f. Completion Certificate by Supervisor (Annex-D6)
  - g. Supervision Meeting Records (Annex-D4)
  - h. Certificate of Originality (Annex-E)
  - i. Clearance Form

- 3.6 The DRC will issue Acknowledgement Receipt (Annex-G).
- 3.7 The DRC will submit the Evaluation Request Form (Annex-F) along with all documents to ARC for evaluation.
- 3.8 The ARC in coordination with respective DRC will select panel of evaluators/examiners.
- 3.9 ARC will announce the date/schedule of the defense presentation through notification. DRC will circulate the notification and make necessary arrangements. Copy of the notification will also be sent to Student, Supervisor, Examiners, Head of Department, Faculty Dean, Registrar and Controller of Examination.
- 3.10 The student will defend the proposal by giving a multimedia presentation and viva voce before the Supervisor, Examiners, HOD, Dean, Registrar, Director/Deputy Director ORIC/ARC. The Examiners will assess the proposal on a prescribed Evaluation Form-I (Annex-H1) and Evaluation Form-II (Annex-H2). Three Evaluation Forms must require to be filled by the two Internal Evaluators and Director/Deputy Director Research/ARC.
- 3.11 DRC would be responsible for all the documentation, Attendance Sheets (Annex-I & J), Report, Evaluation Forms, student file maintenance etc.
- 3.12 If the proposal is approved, the student will be allowed to continue project work.
- 3.13 ARC Notification will be prepared and notified by Director/Deputy Director ORIC/ARC and Registrar. DRC will circulate the notification.
- 3.14 Director/Deputy Director ARC issue Approval of Research Project (Annex-K) letter to the students.

#### **4. Internal Project Defense Presentation**

- 4.1 After the approval of research project proposal, the student will prepare research project under guidance of the Supervisor and Co-Supervisor.
- 4.2 The research project will be first submitted to DRC as per prescribed Project Report Format (Annex-L) for format check. HOD/PC issue Format Correction Letter (Annex-D3).
- 4.3 The research project will be submitted to PSC/Director QEC for plagiarism check. Director QEC will issue Certificate of Originality (Annex-E) upon successful plagiarism check (below 17%).
- 4.4 The student will fill the Evaluation Request Form (Annex-F), take signatures from supervisor, respective HOD/PC, Faculty Dean and submit to HOD/DRC along with following documents:
  - j. Softcopy of Research Proposal (Email/CD)
  - k. Three (3) copies of Proposal in spiral binding
  - l. Format Correction Letter from HOD (Annex-D3)
  - m. Student's Declaration (Annex-D4)
  - n. Plagiarism Undertaking by Students (Annex-D5)
  - o. Completion Certificate by Supervisor (Annex-D6)
  - p. Supervision Meeting Records (Annex-D4)
  - q. Certificate of Originality (Annex-E)
  - r. Clearance Form
- 4.5 The DRC will issue Acknowledgement Receipt (Annex-G).
- 4.6 The DRC will submit the Evaluation Request Form (Annex-F) along with all documents to ARC for evaluation.
- 4.7 The ARC in coordination with respective DRC will select panel of evaluators/examiners.
- 4.8 ARC will announce the date/schedule of the defense presentation through notification. DRC will circulate the notification and make necessary arrangements. Copy of the notification will also be sent to Student, Supervisor, Examiners, Head of Department, Faculty Dean, Registrar and Controller of Examination.

- 4.9 The student will defend the project by giving a multimedia presentation and viva voce before the Supervisor, Examiners, HOD, Dean, Registrar, Director/Deputy Director ORIC/ARC. The Examiners will assess the proposal on a prescribed Evaluation Form-I (Annex-H1) and Evaluation Form-II (Annex-H2). Three Evaluation Forms must require to be filled by the two Internal Evaluators and Director/Deputy Director Research/ARC.
- 4.10 DRC would be responsible for all the documentation, Attendance Sheets (Annex-I & J), Report, Evaluation Forms, student file maintenance etc.
- 4.11 If the project is approved by ARC, the student will be allowed to continue project work for external evaluation.
- 4.12 ARC Notification will be prepared and notified by Director/Deputy Director ORIC/ARC and Registrar. DRC will circulate the notification.

## **5. External Project Defense Presentation**

- 5.1 After the approval of research project proposal, the student will prepare research project under guidance of the Supervisor and Co-Supervisor.
- 5.2 The research project will be first submitted to DRC as per prescribed Project Report Format (Annex-L) for format check. HOD/PC issue Format Correction Letter (Annex-D3).
- 5.3 The research project will be submitted to PSC/Director QEC for plagiarism check. Director QEC will issue Certificate of Originality (Annex-E) upon successful plagiarism check (below 17%).
- 5.4 The student will fill the Evaluation Request Form (Annex-F), take signatures from supervisor, respective HOD/PC, Faculty Dean and submit to HOD/DRC along with following documents:
  - s. Softcopy of Research Proposal (Email/CD)
  - t. Three (3) copies of Proposal in spiral binding
  - u. Format Correction Letter from HOD (Annex-D3)
  - v. Student's Declaration (Annex-D4)
  - w. Plagiarism Undertaking by Students (Annex-D5)
  - x. Completion Certificate by Supervisor (Annex-D6)
  - y. Supervision Meeting Records (Annex-D4)
  - z. Certificate of Originality (Annex-E)
  - aa. Clearance Form
- 5.5 The DRC will issue Acknowledgement Receipt (Annex-G).
- 5.6 The DRC will submit the Evaluation Request Form (Annex-F) along with all documents to ARC for evaluation.
- 5.7 The ARC in coordination with respective DRC will select panel of evaluators/examiners.
- 5.8 ARC will announce the date/schedule of the defense presentation through notification. DRC will circulate the notification and make necessary arrangements. Copy of the notification will also be sent to Student, Supervisor, Examiners, Head of Department, Faculty Dean, Registrar and Controller of Examination.
- 5.9 The student will defend the project by giving a multimedia presentation and viva voce before the Supervisor, Examiners, HOD, Dean, Registrar, Director/Deputy Director ORIC/ARC. The Examiners will assess the proposal on a prescribed Evaluation Form-I (Annex-H1) and Evaluation Form-II (Annex-H2). Three Evaluation Forms must require to be filled by the two Internal Evaluators and Director/Deputy Director Research/ARC.
- 5.10 DRC would be responsible for all the documentation, Attendance Sheets (Annex-I & J), Report, Evaluation Forms, student file maintenance etc.

- 5.11 ORIC/ARC prepare the agenda points to execute in BASR and BASR will give the final approval.
- 5.12 BASR Minutes of the meetings will be prepared by Registrar Office.
- 5.13 BASR Notification will be prepared and notified by Director/Deputy Director ORIC/ARC and Registrar. DRC will circulate the notification.
- 5.14 If the thesis is approved by BASR, the student will submit following documents:
  - a. Certificate of Originality (Annex-E)
  - b. Three copies of Hardbound (booklet)
  - c. Three copies of Certificate of Approval (Annex-M)
  - d. Three copies of Award Sheet (Annex-N)
  - e. Clearance Form
  - f. One Research Paper
- 5.15 Decision for the award of degree will be communicated to the Controller of Examinations by Registrar Office/ARC after collecting all required documents and clearance from student.
- 5.16 The student will submit hard bond booklet to the Department/ARC, Controller of Examination and Librarian.
- 5.17 The student will also submit one research paper from thesis report to ORIC/ARC.
- 5.18 Controller of Examination will issue the provisional certificate, transcript and degree.