



INDUS UNIVERSITY
DEPARTMENT OF AUTOMOBILE ENGINEERING

RULES AND REGULATIONS FOR FINAL YEAR PROJECTS

INTRODUCTION

1. As part requirement for the award of undergraduate certificate degree and at the Indus University, a project culminating in the submission of a Major Project must normally be carried out by students in their final year of study.
2. The Major Project is a module that provides the students with the opportunity to design undertake or conduct an independent piece of research or study related to their Programme of Studies under the guidance of a faculty member of their choice according to the availability.
3. A 'Major Project' is an investigative undertaking, a structured, organized experiential learning including design work, field work or other placement learning. A 'Project' leads to a 'Report that is assessed.
4. The 'Report' is a comprehensive description of the aims, objectives of the project, a review of the literature on the subject matter, the investigation/planning and methodology, the results and findings, and concrete recommendations and conclusions.
5. The regulations outlined in this document apply to final year Major Projects of undergraduate.



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GUIDELINE FOR IDENTIFICATION AND ALLOCATION OF MAJOR PROJECT

1. The Major project title should be proposed by students. The students are sole responsible to provide three project proposal to the faculty of their choice and out of which one of the title should be approved by Project feasibility review committee than only he or she can proceed further in Major Project subject head
2. General enquiries about Major Project should be addressed to the Major Project Coordinator whereas specific enquiries about individual Major Project should be directed to the Project Guide.
3. The Major Project Coordinator and the Head of Department should ensure that all the faculty members should get a **FAIR** share of the number of projects.
4. **The number of students per project shall be restricted to FOUR.**
5. Students who are pursuing the projects outside the university (Industry/Organization), they need to obtain prior approval from the University through Project coordinator
6. In such cases, one mentor/guide must be available from the outside organization in addition to the internal guide (internal faculty).
7. At the time of submission of project report, student should submit a certificate from the mentor/guide of the organization from which he/she completed the project work. Otherwise, the project report will not be evaluated.
8. If any student is interested to pursue the internship, he/she needs to obtain prior approval from the University through project coordinator. At the end of internship, the student needs to complete the Major project in align with the internship domain and a certificate must be produced from the internship organization regarding the Major project work. Otherwise, the project report will not be evaluated.



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MAJOR PROJECT PROPOSED BY STUDENTS

Major Project title should be proposed by students, the latter are required to discuss the proposal with Faculty of their choice from the department. The Major Project title has to be approved by the Project feasibility committee (literature review).

Students are required to submit synopsis of final selected Major Project which should contain the following:

1. Title
2. Aims and objectives
3. Brief Literature Review
4. Methodology - outline the procedures/ methodology/ experimental design that the student intends to use. Expected Output
5. Time Framework - a clear time schedule of the project and writing up of the dissertation.
6. Costing (if applicable)

RESPONSIBILITIES OF THE PROJECT GUIDE:

Each Major project will be supervised by the faculty staff. The student directly or indirectly connected personally to the faculty shall not be guided by the said faculty to assure impartiality.

The Project Guide shall monitor, support and direct the student's work and progress soon after the allocation of Major Project titles



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THE RESPONSIBILITY OF PROJECT GUIDE INCLUDES:

1. Proposing/supervising Major Project in their own subject area.
2. Briefing the students and apprising them of the regulations pertaining to the final year Major Project.
3. Setting a framework for regular scheduled progress meeting between Faculty Guide and student.
4. Giving frequent feedback/comments on progress achieved by the student.
5. Giving guidance about relevant literature on the topic under study and appropriate literature sources.
6. Providing advice on issues of plagiarism, in line with the University Regulations.
7. Assisting in the identification of a research methodology, planning and execution of the research project (if applicable).
8. Giving guidance on the approach for appropriate analysis of data obtained interpretation and presentation of results (if applicable).
9. Giving guidance about the formulation of an appropriate hypothesis-driven research project and focusing on the objectives of the research (if applicable).
10. Assisting in the preparation of a viable/feasible project proposal (synopsis), inclusive of a time schedule and a project costing before embarking on the study (if applicable).
11. Providing guidance on issues of laboratory safety (if applicable).
12. Giving guidance on the writing of the different chapters of the report and communicating the standard expected.
13. Advising on the preparation of the oral presentation and/or poster.



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RESPONSIBILITIES OF THE STUDENT

Throughout the whole Project work, the student shall seek advice, comments and guidance from his/her Faculty Guide on the nature of the project work and standard expected. Students are advised to keep a notebook for the purpose of the meeting with Guide while the Guide may wish to keep a brief record of each meeting held.

The responsibilities of the Student include:

1. Reading the IU Regulations for Final Year Major Project and any Major Project Guidelines prepared by the Department/Faculty.
2. Arranging with his/her Guide mutually agreed convenient times to discuss progress achieved (in the event that meetings are not possible, e-mails or other forms of communication may be used).
3. Bringing to the urgent attention of the Guide any problems (academic and personal) associated with progress.
4. Responding to the Guide's suggestions and/or criticisms on his/her work and progress
5. Following all laboratory safety guidelines (if applicable).
6. Discussing the layout of the final Report with the Guide prior to the writing-up stage
7. Writing the Report on his/her own and planning the writing-up so as to give the Guide adequate time to read the preliminary draft copies and to provide guided and motivated feedback well ahead of the submission date.
8. Adhering to the time schedule specified in the Major Project proposal (synopsis) as agreed with the Guide.
9. Working diligently and becoming an independent learner.
10. Keeping all raw data/questionnaires/survey forms.

The onus is on the student/s to contact the Project Guide regularly for discussion and guidance. Failure to do so shall lead to the Major Project being unreceivable by the Faculty.



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OTHERS

Any problem encountered by the student during the Major Project should be discussed with the Guide. If the matter cannot be resolved, any problem encountered during the supervision of the Projects should be brought immediately to the attention of the Project Coordinator and Programme Coordinator, Head of Department and Supervisor shall submit any recommendation well before the time of submission/assessment, for any corrective action to be taken, if necessary.

REVIEW

There will four reviews conducted during the semester.

SR NO	TENTATIVE DATE OF REVIEW	TYPE OF REVIEW
1	10/01/2020	PROJECT FEASIBILITY REVIEW
2	08/2/2020	LITERATURE SURVEY REVIEW
3	14/3/2020	PROGRESS REVIEW
4	11/4/2020	FINAL REVIEW

REPORT MAKING

1. Title Page
2. Table of Contents
3. List of Tables, Figures, Plates/Schemes
4. Acknowledgements
5. Certificate
6. Major Project Submission form
7. List of Abbreviations



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8. Main text

The main text of the Report should start with an introduction followed by chapters, subdivided into sections and sub-sections, appropriate chapters may include amongst others: Literature Review, Materials and Methods (or Methodology), Results, Discussion, Data Analysis, Conclusions and Recommendations. Any table, figure, plate, scheme or illustration included in the Report should be clearly labeled. The caption should be placed at the top of tables but below figures/plates/schemes/illustrations.

9. References/Appendices

The list of references and appendices should follow the main text.

The appendices shall consist of any base material, which would break the flow of the dissertation due to its length or partial irrelevance. Some examples are:

1. Specifications and data sheets of equipment from suppliers
2. Correspondence from suppliers and company
3. Raw data
4. Survey sheets
5. Charts and data tables from books
6. Lengthy mathematical derivations
7. Copies of drawings of equipment

All appendices should be listed in sequence, i.e. Appendix 1, 2, 3, etc



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LENGTH OF REPORT

Length of dissertation is normally indicated. The number of words in the final year Major Project shall be 8,000-12,000 for an undergraduate degree Programme.

The number of words applies only to the main body of the dissertation including all footnotes and references but excluding all tables, schemes, figures which may form part of the main body. Hence, material before the main body that is table of contents, list of figures, list of tables, list of schemes, declaration form, acknowledgement, abstracts etc. and material after the main body that is List of References and appendices should not be included in the word count.

MARKS DISTRIBUTION

The awarding of marks to any student will be based on performance given in the reviews and by faculty guide.

SR NO	TYPE	MARKS/REMARKS
1	PROJECT FEASIBILITY REVIEW	10
2	LITERATURE SURVEY REVIEW	10
3	PROGRESS REVIEW	10
4	FINAL REVIEW	10
5	INTERNAL GUIDE	20
TOTAL		60

PLAGIARISM

It is important that the students adhere to the standard conventions for the referencing of other people's work. In particular, the dissertation should clearly mention any work that is not the work of the student, whenever such work is presented. A Major Project must be the student's own work and must not contain any plagiarised material. Use of plagiarised material will be treated as a disciplinary offence under breach of examination regulations.



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IMPORTANT DATES:

SR NO	TENTATIVE DATE	TYPE
1	10/1/2020	MAJOR PROJECT FORM
2	10/01/2020	PROJECT FEASIBILITY REVIEW
3	08/2/2020	LITERATURE SURVEY REVIEW
4	14/3/2020	PROGRESS REVIEW
5	11/4/2020	FINAL REVIEW

ATTACHED FILES:

- *MAJOR PROJECT FORM*
- *PPT TEMPLATES*