

Role and Responsibilities of a Student

Every FYP student is responsible to:

1. Conduct regular meetings with the supervisor. Each student/ Group is required to conduct a biweekly meeting with the supervisor.
2. Follow the deadlines, i.e proposal submission, progress presentation, and final presentation
3. Maintain the meeting log (Appendix B) for every meeting. Provide the photocopy of the meeting log (after every meeting) to the supervisor and the project coordinator for the record.
4. Perform the assigned tasks regularly.
5. Seek guidance from the supervisor and explore online resources in case of any problem.
6. Present his/her work in front of the project evaluation committee according to the schedule.
7. Accommodate the changes recommended by the supervisor and/or project evaluation committee.
8. Report any grievance to HoD/departmental grievance committee.
9. The Proposal should map at least one SDG Goal.

Group Formation for FYP

1. Every project must be performed by a group of two to three students.
2. Students are free to form their groups according to their skill sets, interests, and the nature of the project.
3. If a single student wants to do FYP independently then he/she must need prior approval from HoD.

Project Timeline

1. The following timeline is defined for 6th, 7th, and 8th semester students to complete the project efficiently and smoothly.

Activities and timeline for 6 th -semester students		
Sr.	Activity	Timeline
1	Call for project ideas (for the faculty)	4 th week of the semester
2	Submission of project ideas (by the faculty)	6 th week of the semester
3	Display of project ideas	7 th week of the semester

4	Seminar on project proposal preparation/ project ideas	7 th week of the semester
5	Submission of project proposals	10 th week of the semester
6	Presentation/evaluation of project proposals	11 th week of the semester
7	Resubmission of project proposals (in case of rejection)	13 th week of the semester
8	Presentation/evaluation of re-submitted project	14 th week of the semester
9	Display of accepted project proposals (result)	15 th week of the semester

Activities and timeline for 7th-semester students		
Sr.	Activity	Timeline
1	Seminar on report writing	4 th week of the semester
2	Submission of the report (first four chapters)	10 th week of the semester
3	Evaluation of 40% project implementation	12 th week of the semester
4	Evaluation result	14 th week of the semester

Activities and timeline for 8th semester students		
Sr.	Activity	Timeline
1	Seminar on final report writing	4 th week of the semester
2	Submission of final report (hard and soft copy)	10 th week of the semester
3	Plagiarism check	11 th week of the semester
4	Evaluation of 100% project implementation	12 th week of the semester
5	Re-evaluation (if required)	14 th week of the semester
6	Resubmission of final report (2 nd submission for plagiarism check if required)	14 th week of the semester
7	Submission of hard binding report (final)	16 th week of the semester

Submission and Evaluation of Project Proposal

1. A student is eligible to take up a project if he/she has secured a minimum CGPA of 2.0 and his pending failed courses in all semesters are not more than two.
2. Students may select the project from the list displayed by the department or propose their idea.
3. A formal project proposal prepared with the help of the supervisor and countersigned by him/her is submitted to the Project Coordinator according to the timeline defined by the department.
4. Students must have at least two meetings before the project proposal submission and the record must be maintained and presented at the time of presentation. Students are not allowed to present the proposal without the meeting log and 50% of the total marks allocated for this evaluation activity will be deducted. Students will be given another chance to present after providing the meeting log.

5. Students are required to present the project proposal in front of the Project Committee according to the schedule.
6. The project committee evaluates the project proposal according to the defined rubric (Appendix C).
7. The project proposal is either approved as it is, approved with modifications, or rejected.
8. In case of rejection, students have another chance to submit a new project proposal within the given timeline. 25% of the total allocated marks for this evaluation activity will be deducted. The second time rejection leads to failure and students need to submit the project proposal in the next semester
9. A project proposal approval report (result) is prepared and forwarded by the Project Coordinator to HoD within three days after presentations.
10. Results are displayed by the project coordinator after the formal approval.
11. Every approved project proposal will be submitted for the ignite funding (Ministry of information technology and telecom) whenever the funding call will be opened.

Submission and Evaluation of Project Progress

1. 40% of project work must be implemented for the presentation of project progress. In general, it is quantified based on the total number of modules / functional requirements to be implemented.
2. Students submit four chapters of the final project report countersigned by the supervisor according to the defined timeline.
3. Students need to submit the undertaking, countersigned by the supervisor, about the completion of 40% project work.
4. Students must show the meeting log at the time of presentation; otherwise, they will not be allowed to present the project progress. 50% of the total marks allocated for this evaluation activity will be deducted. Students will be given another chance to present after providing the meeting log.
5. The project committee evaluates and grades the project's progress according to the defined rubric (Appendix D).
6. Results are prepared and forwarded by the Project Coordinator to HoD within three days after presentations.
7. Results are displayed by the project coordinator after the formal approval.

3.2. Submission and Evaluation of the Final Project

1. At the time of the final presentation, a student can have only one pending/failed course from previous semesters. In that case, his/her result will not be declared until he clears failed course(s).
2. Students are required to submit the project completion certificate, countersigned by the supervisor. In case of less than 80% project completion or more than 18% similarity index of the final report, students are not allowed to present their project.
3. Students submit the final report countersigned by the supervisor according to the defined timeline. The same report will be forwarded to the project committee and checked for plagiarism.
4. The similarity index of the report must not be more than 18%. Students will be given two chances (maximum) to reduce the similarity index in case of exceeding the defined limit.
5. Students must show the meeting log at the time of presentation; otherwise, they will not be allowed to present the project progress. 50% of the total marks allocated for this evaluation activity will be deducted. Students will be given another chance to present after providing the meeting log.
6. The project committee evaluates and grades the final project according to the defined rubric (Appendix E).
7. In case of poor performance, students will be given a chance to re-demonstration (re-demo). The re-demo will be conducted after 15 days (maximum) from the date of the final presentation. If the project committee is not satisfied after the re-demo, students shall present their project in the next semester.
8. Results are prepared and forwarded by the Project Coordinator to HoD within three days after presentations.
9. Results are notified by the examination department after the formal approval.
10. A student will be responsible for fees or any other dues (for extra semesters) in case of failure/delay at any stage of the project.

Submission of Final Report

1. After the formal approval of the report from the department, students are required to submit three hard copies of the report to the project coordinator. These copies will be

distributed to the department, library, and supervisor after being signed by the HoD and Dean.

2. The report must be hard bound in green for (SE)/black for (CS) color and the text must be embossed in silver.
3. The degree title along with the batch number, project title, and year of completion must be written on the spine of the hard binding.
4. A CD must be attached at the end of hard binding containing a certificate with original signatures.
5. The CD should contain the project proposal, and final report along with all presentations, project source code, project setup, user manual, and supporting tutorials (if applicable).
6. The submission date of hard-bound copies should be considered the completion date of the project report.
7. The final result will only be declared after receiving three hard copies of the report and CD within the specified timeline defined by the department

3.3. Formatting of Final Report

1. Use an A4 size page with a top, bottom, and right margin of one inch and a left margin of 1.25 inches. Strictly follow margins throughout the report. No blank spaces will be left on either side.
2. Use only one side of the page for printing.
3. Times New Roman font is recommended for the whole project report.
4. The chapter title should be in 18 pt size, bold.
5. Headings/subheadings should be from 16/14 pt size to 12 pt size in bold depending upon the level of heading.
6. Table of contents, List of figures and List of table should automatic. Use References TAB of MS word to generate Table of contents, List of figures and List of table
7. Body text should be in 12 pt size. Line spacing should be 1.5
8. Body text should be justified on the both right and left sides.
9. A separator page containing the chapter (or appendix) number 18 pt size (bold) and the chapter name in 22 pt size (bold) should be placed before the start of each chapter (or appendix). This page should contain a page number.


10. The sections should be numbered with the chapter number e.g. 1.1, 1.2, and so on in the same font size and style as the section heading. The subsections should be numbered with the number of their parent sections e.g. 2.1.1, 2.1.2, and so on.
11. Only section numbers should be used/referred to in the text. No bullets or other para numbers will be used.
12. Figure and table: For caption use Times New Roman, size 10. Provide a table title at the top and a figure title below the figure. Figures and tables should be numbered with chapter numbers as a prefix, such as 2.1, 2.2, 2.3, etc.
13. Figures must be referred to in the text before they appear in the report.
14. Figures and Tables should be referred to with their number in the text.
15. References: List all the books, journals, research articles, web sites you referred to for the Project and place the list under Bibliography or References at end of your report. The list should be numbered. Insert the number of reference materials that you learned, copied, or referred to with the text in your report. For example, a book on Java is placed at number 2 in your reference list and you are mentioning features of Java from that book in your report. You must insert [2] After writing the features of Java in your report. A general reference like Wikipedia should not be used.
16. Roman Numbering: The first few pages from the dedication to the table of contents should be separately numbered in roman numbering as (i), (ii), (iii), and so on. The normal numbering (1, 2, 3,) will start from the first page of chapter 1.

3.4. Sequence and Content of Final Report

1. Title Page: The title page should have the name of the project in 18 pt size (bold), a monogram of the university in 2 – 2.25” diameter, followed by the developer’s name in 16 pt size (bold). Below is the phrase Supervised by and the name of the supervisor in a similar format. The name of the university with the year of completion should be in 14 pt size (capital letters) close to the bottom of the page. The last line contains the month and year of submission.
2. Abstract: The abstract should consist of three to four paragraphs. The first paragraph will provide a project overview. Also, discuss existing systems. The next paragraph should deal with project methodology explaining what has been done and how it has been done. In the last paragraph testing, validation, and achievements should be discussed.
3. Final Approval Certificate: As per the sample given in Appendix G.

4. Declaration: As per the sample given in Appendix G.
5. Plagiarism Certificate: As per the sample given in Appendix G.
6. Turnitin Originality Certificate: As per the sample given in Appendix G.
7. Dedication (Optional): As per the sample given in Appendix G.
8. Acknowledgment (Optional): As per the sample given in Appendix G.
9. Table of Contents: The table of contents pages should not be numbered, and the contents must start from page number 1. Any page(s) before the table of contents should be numbered in Roman. The page numbers should match correctly the actual contents in the final version of the report. Heading up to the third level may be included in the table of contents as described in the sample.
10. List of Figures: All the figures used in the report are mentioned here according to their page number
11. List of Tables: All the tables used in the report are mentioned here according to their page numbers.
12. The possible sequence and organization of report chapters are given in Appendix H.
13. Appendices: Appendices should be appended at end of the project as Appendix – I, Appendix – II, and so on. There should be separate appendices for the material collected during the system study (sample forms, sample reports, etc.), extra information (conversions tables, data dictionary, definitions of terms, or any material that would help in understanding some content of the report/thesis), and user manual of the system.
14. Bibliography and References: The list of books, articles, and other sources should be listed on the last page of the report. All references must be cited in the text. All references should be written in IEEE format.

Appendix A: Template for Project Idea

 <p style="text-align: center;">FINAL YEAR PROJECT IDEA DEPARTMENT OF CS / SE NATIONAL UNIVERSITY OF MODERN LANGUAGES ISLAMABAD</p>	
Title	Meaningful phrases convey the idea.
Project Domain	For example web applications, mobile applications, IoT applications, etc.
Description	A short paragraph to describe the project idea.
Tools and technologies	The required tools and technologies should be mentioned to design and implement the project.
Team size	No. of students in a team required to do the project (2-3 students).
Additional information	Any other relevant information.

Appendix B: Template for Meeting Log



MEETING LOG (FYP)
DEPARTMENT OF CS / SE
NATIONAL UNIVERSITY OF MODERN LANGUAGES ISLAMABAD

SECTION 1
(to be completed by the students before the

Title of Project	
Supervisor Name	
Student Names with roll no.	
Date	
Date of Previous Meeting	
Work done since last meeting	
Issues/tasks to be discussed	
Signature (team lead)	

SECTION 2
(to be completed by the supervisor at the time of the

Tasks assigned to students	
Date of next meeting	
Signature	

Appendix G: Template for Final Report

Font style: Time New Roman, **Font size:** 18
Caps, Bold & Center aligned

PROJECT NAME



Student Name 1

Student Name 2

Student Name 3

Student Name 4

Font style: Time New Roman, **Font size:** 16
Bold & Center aligned
Do not use Ms/Mr/Sir , can use Dr./Prof./Engr.

Font style: Time New Roman, **Font size:** 14
Italic, & Center aligned

Supervised By

Supervisor Name

Submitted for the partial fulfillment of BS Computer Science / Software
Engineering /BS Information Technology/ BS Artificial
Intelligence degree to the Faculty of Engineering & CS

NATIONAL UNIVERSITY OF MODERN LANGUAGES

ISLAMABAD
Month, Year

Font style: Time New Roman, **Font size:** 14 Bold,
Center aligned, **Date** must be at last line of the
page.

ABSTRACT

Font style: Time New Roman, Font size: 16
Bold, Caps &, Center aligned

The abstract should consist of three to four paragraphs. The first paragraph will provide a project overview. Also, discuss existing systems.

The next paragraph should deal with project methodology explaining what has been done and how it has been done.

In the last paragraph testing, validation, and achievements should be discussed.

CERTIFICATE

Font style: Time New Roman, Font size: 16
Bold, Caps &, Center aligned

Font style: Time New Roman, Font size: 14,
Center aligned

Dated: _____

Final Approval

It is certified that the project report titled ‘**Project Name**’ submitted by **Student name 1**, **Student name 2**, and **student name 3** for the partial fulfillment of the requirement of “**Bachelors Degree in Software Engineering/Computer Science/ Information Technology/ Artificial Intelligence**” is approved.

Font style: Time New Roman, Font size: 14
Bold, Caps &, Center aligned

COMMITTEE

Dr. FirstName LastName
Dean Engineering & CS

Signature: _____

Dr. Basit Shahzad
HoD Engineering

Signature: _____

FirstName LastName
Head Project Committee

Signature: _____

FirstName LastName
Supervisor

Signature: _____

DECLARATION

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Bold, Caps & Center aligned

We hereby declare that our dissertation is entirely our work and genuine/original. We understand that in case of discovery of any PLAGIARISM at any stage, our group will be assigned an F (FAIL) grade and it may result in withdrawal of our Bachelor's degree.

Group Members

Signature

1. Student Name 1
2. Student Name 2
3. Student Name 3



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Bold, Caps &, Center aligned

PLAIGRISM CERTIFICATE

This is to certify that the project entitled “**Project Title**”, is being submitted here for the award of the “**Degree of Bachelor**” in “**Software Engineering/Computer Science/ Information Technology/Artificial Intelligence**”. This is the result of the original work by **Student Name 1, Student Name 2, and Student Name 3** under my supervision and guidance. The work embodied in this project has not been done earlier for the basis of the award of any degree or compatible certificate or similar title of this for any other diploma/examining body or university to the best of my knowledge and belief.

Turnitin Originality Report

Processed on 30-May-2020 10:14 PKT

ID: XXXXXXXXX

Word Count: 99999

Similarity Index

X%

Similarity by Source

Internet Sources: X%

Publications: X%

Student Papers: X%

Date: 20/05/2020

Supervisor Name

Font style: Time New Roman/Arial,
Font size: 16 Bold, Caps and, Center
aligned

TURNITIN ORIGINALITY REPORT

“Project Title” by **Student Name 1**, **Student Name 2**, and **Student Name 3**

From **Supervisor Name**

Processed on 30-May-2020 10:14 PKT

ID: XXXXXXXXX

Word Count: 99999

Similarity Index

X%

Similarity by Source

Internet Sources: X%

Publications: X%

Student Papers: X%

SOURCES:

ACKNOWLEDGMENT



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(Optional)

Students may acknowledge the persons who supported them in the project work but this should be very brief and precise.

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Bold, Caps&, and Center Aligned.

TABLE OF CONTENTS

Chapter

Page

Chapter 1: Introduction.....	1
1.0 Introduction.....	2
1.1 Problem domain.....	3
1.2 Problem statement.....	5
1.3 Proposed system.....	6
1.3.1 Aims and Objectives.....	8
1.3.2 Proposed system features.....	9
1.4 Development Methodology.....	10

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Bold, Caps &, and Center Aligned.

LIST OF FIGURES

Figure	Caption	Page
1.5	Entity Relationship Diagram of the proposed system.....	5
1.6	Architecture diagram of the System.....	14

Captions should be exactly same as in text
Screen shots and photographs should be avoided

Font style: Time New Roman, **Font size:** 16
Bold, Caps &, and Center Aligned.

LIST OF TABLES

Table	Caption	Page
1.1	Add employee use case.....	25
1.2	Delete employee use case.....	27

Captions should be the same as in the text

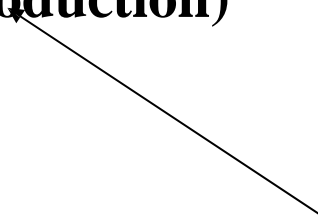
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Bold, Caps, and, Center aligned.



CHAPTER NUMBER (e.g. 1)

CHAPTER TITLE (e.g. Introduction)

Font style: Time New Roman, **Font size:** 22
Bold, Caps, and, Center aligned.



APPENDICES

Appendices should be appended at end of the project as Appendix – I, Appendix – II, and so on. There should be separate appendices for the material collected during the system study (sample forms, sample reports, etc.), extra information (conversions tables, data dictionary, definitions of terms, or any material that would help in understanding some content of the report/thesis), and user manual of the system.

REFERENCES

The list of books, articles, and other sources should be listed on the last page of the report. All references must be used/cited in the text. All references should be written in IEEE format. The general format is as follows:

Book

1. W.K. Chen. Linear Networks and Systems. Belmont, CA: Wadsworth, 1993, pp. 123-35.

Book Chapters

2. J.E. Bourne. "Synthetic structure of industrial plastics," in *Plastics*, 2nd ed., vol. 3. J.Peters, Ed. New York:McGraw-Hill, 1964,pp. 15-67.

Article in a Journal

3. G. Pevere. "Infrared Nation." *The International Journal of Infrared Design*, vol. 33, pp. 56-99, Jan. 1979.

Articles from Conference Proceedings (Published)

4. D.B. Payne and H.G. Gunhold. "Digital Sundials and broadband technology," in *Proc. IOOC-ECOC*, 1986,PP. 557-998.

Papers Presented at Conferences (Published)

5. B. Brandli and M. Dick. "Engineering names and concepts," presented at the 2nd Int. Conf. Engineering Education, Frankfurt, Germany, 1999.

Note: For details refer to [IEEE Citation Style Guide](#)

Possible Organization of the Final Report

Chapter 1	Introduction
1.1	Introduction (You can add before motivation some other headings necessary to support your onward headings)
1.2	Motivation
1.3	Problem statement
1.4	Goals and Objectives
1.5	5 Scope of the study
1.6	Process model (Choice of model for your project and why you have chosen)
1.7	Nature of the project (Like the web, android, IOT, AI, Machine learning, etc. give some meaningful heading)
1.8	Overview/Organization of the report
Chapter 2	Background and Existing Work
2.1	Introduction
2.2	Explanation of important constructs of the application domain (Explain the domain knowledge with different headings)
2.3	Existing studies/systems
2.4	Comparison of existing systems
2.5	Summary
Chapter 3	Requirements Specification
3.1	Introduction
3.2	Interface Requirements (Interface requirements state the mandatory things that we need to have to interface the different components of the system with themselves to make these communicate easily and compile the whole system. In this section, we also need to know what we need to have to get the system communicating with the other environment. Since project contains hardware and software both and including an online interface as well as mobile application platform. Therefore, the section should be divided into the respective categories.) 3.2.1 Hardware Interface Requirements 3.2.2 Software Interface Requirements
3.3	Functional requirements
3.4	Use case model (along with diagram)
3.5	Use cases (Use case description) 3.5.1 Use case 1 3.5.n Use case n
3.6	Non-functional requirements (which are necessary for your system)

	<p>3.6.1 Performance</p> <p>3.6.2 Reliability</p> <p>3.6.3 Security</p> <p>3.6.4 Consistency etc.</p>
3.7	<p>Resource requirements (Resources for a project include:) Equipment (H/W & S/W tools & technologies as per your project with justification/reason) Funds (Optional) Human effort (Task division/breakdown & Man months)</p>
3.8	Database Requirements
3.9	<p>Project Feasibility (only write which are applicable to your project) Feasibility study of the project is performed to analyze whether the project is feasible within the time and budget.</p> <p>3.9.1 Technical Feasibility (e.g. Technically this project is feasible as it provides desired features via using all its components and processing their data. It does not require a very high machine to run on. It also covers all the aspects of usage, i.e. desktop application, mobile application.)</p> <p>3.9.2 Operational Feasibility (Operational feasibility includes the process and algorithm; the system will go through to solve the problem and perform its operation.)</p> <p>3.9.3 Legal & Ethical Feasibility (e.g. The proposed system is legally and ethically feasible as: It does not break any rule and regulation of state. It is purely designed for the assistance of people, so, there is no way that it could harm them. Components data is secure and can be used only by the systems components.</p>
3.10	Summary
Chapter 4	System Modelling
4.1	Introduction
4.2	System design
4.3	<p>Design Approach (Generally, there are two basic design approaches in software engineering.) Top Down Design Approach Bottom-Up Design Approach You need to mention about which approach you have adopted to develop the system.</p>
4.4	<p>Interface design 4.4.1 High fidelity prototype (Insert the mockups of your project / screenshots of user interface)</p>
4.5	<p>4+1 view Model of Architecture (give all views and their diagrams which are applicable to your project)</p>

	4.5.1 Logical view (Class diagram) 4.5.2 Process view (Activity diagram, state diagram, sequence diagram) 4.5.3 Development view (Component diagram) 4.5.4 Physical view (Deployment diagram)
4.6	Entity relationship diagram
4.7	Summary
Chapter 5	
	Implementation
5.1	Introduction
5.2	Modules of your FYP (Module by module specify algorithms used and implementation details; include details of any library/framework/ API/ service whatever used.)
5.3	H/W module details (If applicable)
5.4	Summary
Chapter 6	
	Result/Testing, Analysis and Validation
6.1	Introduction
6.2	It is the most important part of your work. You are responsible to test/validate all your results/achievements in a scientific manner. Be specific and avoid using general terms (e.g. very efficient or user friendly). Achievements are briefly highlighted. Explain in detail your testing setup/arrangements and results. Remember that in scientific work 100% results are not expected or achieved. (Multiple sections are possible)
6.3	Summary
Chapter 7	
	Conclusion and Future Work
7.1	Introduction
7.2	Here the complete project is briefly reviewed and compared with the proposed objectives. Achievements are briefly highlighted. Limitations / claims / future recommendations extracted out of one year's work are to be given. Do not use generalized statements like "there is always room for improvements". (Multiple sections are possible)
7.3	Summary