



KRISHNA ENGINEERING COLLEGE

(Approved by AICTE & Affiliated to Dr. APJ Abdul Kalam Technical University (Formerly UPTU), Lucknow)

Ref. No: KEC/Dean'A/Odd Sem. 2020-21

29th July 2020

OFFICE OF DEAN ACADEMICS

FINAL YEAR STUDENTS PROJECT GUIDANCE & MONITORING

Following guidelines are issued for guidance & monitoring of final year project:-

1. All students project must be monitored on weekly basis by the respective guides. Each meeting must be recorded by the guide along with student's attendance, discussion summary & guidance given. He / she must collect documentary proof for progress of work and it should be part of guides report file.
2. Guide must ensure functionality of hardware, software or simulation based projects by themselves & incase of hardware project they are to ensure professional work like using proper connectors, wire harness, casings, battery components & the overall shape & look of the project.
3. After completion of the actual work a detailed briefing needs to be given by each guide about how to write the project report which should be as per following details:-
 - a. Report to have a front cover, certificate with the names of internal examiner, external examiner & HOD. It must follow by acknowledgment (optional) & index. The index must be numbered as 1, 2, 3: 1.1, 1.2, 1.3: 1.1.1, 1.1.2, 1.1.3 etc.
 - b. A list of diagram & a list of abbreviations would be the next.
 - c. The main report must be divided into chapters. Each chapter having minimum 10 pages of single space writing. The font size should begin with 16 for the center heading, 14 for side heading & 12 for the main script. Each page should be numbered & each para must be numbered. The para & sub para will not start with indent & would commence with the same line distance.
 - d. All sketches / diagrams & flowchart etc must be printed on the left side & should not be the part of main script on the right hand side page.
 - e. The photographs of hardware models & screen shots of software or simulation must be the part of the report & to be printed on the left hand side only.
 - f. Software or simulation codes should be enclosed as annexure only. However, unnecessary annexure must be avoided in all other cases, especially in ECE, CE & ME departments.
 - g. The report must start with history & background & introduction of the project topics followed by the plan of action of the project.
 - h. The main body of report will give basic principles, operation, functions etc followed by the actual work narration.

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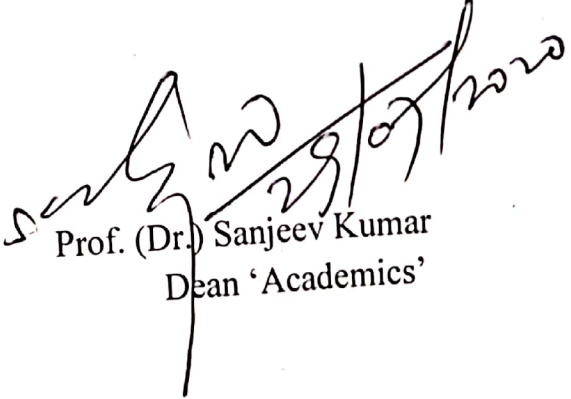
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- i. SRS in case of software project, model set up for simulation projects & workflow-time chart / graph of the project must be the part of the report.
 - j. In case of hardware projects calibrations, output analysis & comparison of objective achieved with similar other work must be the part of report.
 - k. The concluding chapter must be discussed with lesson learnt by the students during the project implementation phase. They should also mention the scope of betterment or modification or further work which is possible.
4. Such a report, as outlined above must be received by the guide & it must be checked & corrected in red ink. After the correction, the next draft which is produced to him, if it adheres to all the directions, then the guide must produce the first draft & the final draft in hard copy to the HOD. The HOD must go through the entire project report himself and only if he is satisfied then only go ahead should be given to the students group for printing of final report. The department must obtain two extra copies, one for the department & one for the main library.
5. Regular monitoring, evaluation of each projects & involvement of guide must be brought out by the HODs' in the monthly report put up to the Dean 'A'. During the semester, a PPT based five -ten (5-10) minutes of presentation by each student group must be obtained by HODs with a panel of faculties. Each presentation must be marked for the quality, project details, timely work done and on presentation skill. A final chart of assessment for each project must be put up to the Director through Dean 'A' by the HODs' at the end of the semester.


Prof. (Dr.) Sanjeev Kumar
Dean 'Academics'

Distribution:

Director – For kind information

HODs (ECE, ME, CS, IT & Civil)