**BABU BANARASI DAS NATIONAL INSTITUTE OF TECHNOLOGY & MANAGEMENT, LUCKNOW**



U. G. Project Guidelines

## Definitions and Nomenclature

**University** means Dr. A. P. J. Abdul Kalam Technical University, Lucknow. **Institute** **means** Babu Banarasi Das National Institute of Technology & Management & Lucknow.

**Project** means UG Final Year Project.

**HoD** means Head of the department in Babu Banarasi Das National Institute of Technology & Management & Lucknow.

**Director** means Head of the Institution.

**Project Coordinator** means Department Project Coordinator. Can have assistant coordinator.

**Supervisor / Guide** means Faculty (Internal or external) deputed as in charge for monitoring the progress of the Project.

**Faculty** means teaching staff of the Institute.

**Staff** means teaching and non-teaching persons employed in the Institute.

**Students** means Undergraduate Students.

## Importance of UG Projects

The final year project is the most important aspect during the course of our engineering degree. Engineering is application of knowledge. The application must be carried out with judgment, to ensure that the resultant system is efficient and beneficial. Projects will be used as a discriminator to decide the quality of an engineering student.

The guidelines for successful completion of B.E/ B.Tech Projects are to facilitate uniform regulation to be carried out during Phase I/Phase II. The Department will designate one faculty member as the Project Coordinator. Project Coordinator has to make certain that project related activities, such as conducting reviews and keeping records are done regularly.

The important issues to be addressed while pursuing the projects are as follows:

* 1. Selection of a project
  2. Planning, executing, and managing a project
  3. Documenting a project
  4. Assessment of a project

## Allotment of a Project

The students should spend a lot of time working with their project, so it is essential to pick a project they choose. Because students choose a particular project doesn’t mean that they are qualified to do it. Project coordinator and supervisor should ensure that whether they are capable of doing that project in successful manner. Students are encouraged to choose more inter disciplinary and industrial projects.

## Formation of Project Groups

In order to ensure the participation of each student, the project size shall preferably 5 students. Formation of project groups shall be done such that each group has representation of students with varying academic merit from best to average as well as mixed domain expertise. Any left out student should be randomly attached to any group.

## Guidelines in Selecting an appropriate Project topic

* 1. Find out the options.

A list of projects proposed by faculty will be distributed to students or acquire the industrial problems in week 1. Student should:

* + - Read all the descriptions
    - Identify the ones that interest you
    - Read them again
  1. Before the vacation of sixth semester, students must complete the literature review or industry survey for their own project and submit the proposal.
  2. Own Project Proposal: Using the descriptions read as a guideline, they write own proposal. Note, however, that the feasibility and suitability of the proposal will have to be assessed before it can be added to the list. Submit proposal to the Project Coordinator who will have it reviewed by an appropriate member of staff.
  3. Make a list of three projects.
  4. Discuss with supervisors (i.e. the member of staff who proposed the project or the person nominated by the project coordinator in the case of own proposal).
  5. Write down what you think the project is about.
  6. Submit a Project Approval Form to the project coordinator by the end of Week 2.
  7. Selections will be reviewed by the project coordination panel.

## The coordination panel should ensure that the allocated projects should consist, 34% -Research Projects, 33% - Hardware Projects and 33% - Simulation Projects. Also 25% of the projects can be allocated as interdisciplinary projects.

* 1. A list of allocated projects will be published in Week 3.
  2. Make a preliminary plan that contains information on module completion schedule and deliverables.

## Student is expected to execute original work. If at any point of time it is noticed that the work is not original, the project will be summarily rejected.

**Assigning Faculty Guide**

Project Guides may be assigned to each project group either by the choice of student groups and by the concerned HoD.

## Interaction with Project Guide

Students should meet respective guide frequently during the course of the project, though this

interaction depends on both. Students should maintain the necessary documents or files which contain all details (reference papers, literature survey, etc) related to the project during discussions with guide. This system will allow easy and quick access to the details and help to draft the project work. Students should submit report drafts as and when demanded by project guide.

Students are instructed and encouraged to produce an error-free report with the support of guide.

# Progress of Project Monitoring

The Undergraduate students Project activity is being extended over two semesters. For better progress of project, Phase I/Phase II needs customary monitoring. The progress of the project includes following activities, which have to be carefully monitored by the project coordinator and supervisors that result in a successful project.

* 1. Problem identification
  2. Requirements elicitation
  3. Problem modeling
  4. System analysis and specification
  5. System design
  6. Module implementation and system integration
  7. System test and evaluation
  8. Documentation
  9. Project management

Following schedule and discussion may be followed to ensure continuous monitoring of the project progress.

UG discipline, project work starts with seventh semester (with both Phase I/Phase II project) in all disciplines. However, all the disciplines must conduct Phase I and Phase II project for the complete academic year. Totally five reviews must be conducted for a UG Final year project.

# Arrangement of Contents of Project Report:

The Sequence in which the project arranged and bound is as follows:

# Cover Page & Title Page

1. **Certificate**
2. **Abstract**
3. **Acknowledgement**
4. **Table of Contents**
5. **List of Tables**
6. **List of Figures**
7. **List of Symbols & Abbreviations**
8. **Chapter 1, ……..**
9. **Appendices**
10. **Refrences**
11. **Regulations on Plagiarism**

Plagiarism is defined as the unacknowledged use of the work of others, as if this were your own original work. A student/faculty may be found guilty of an act of plagiarism irrespective of intent to deceive.

## Plagiarism may be due to:

* + Copying (using another person's language and/or ideas as if they are your own);
* Collusion (unauthorized collaboration).

## How to avoid Plagiarism

The following guidelines should be taken to avoid plagiarism, self-plagiarism and other questionable writing practices:

**Guideline 1:** An ethical writer ALWAYS acknowledges the contributions of others to his/her work.

**Guideline 2:** Any verbatim text taken from another source must be enclosed in quotation marks and be accompanied by a citation to indicate its origin.

**Guideline 3:** When we summarize others’ work, we use our own words to condense and convey others’ contributions in a shorter version of the original.

**Guideline 4 :** Whether we are paraphrasing or summarizing we must always identify the source of our information.

**Guideline 5:** When in doubt as to whether a concept or fact is common knowledge, provide a citation.

**Guideline 6:** Because some instances of plagiarism, self-plagiarism, and even some writing practices that might otherwise be acceptable (e.g., extensive paraphrasing or quoting of key elements of a book) can constitute copyright infringement, authors are strongly encouraged to become familiar with basic elements of copyright law.

**Guideline 7:** Only those individuals who have made substantive contributions to a project merit authorship in a paper.

**Guideline 8:** Faculty-student collaborations should follow the same criteria to establish legal authorship. Mentors must exercise great care to neither award authorship to students whose contributions do not merit it, nor to deny authorship and due credit to the work of students.

## Plagiarism Checking Process

The submitted **Project** shall be checked the plagiarism through **Turnitin/ Grammarly/ Plagium/ Plagscan/ Plagiarisma** software by choosing "10 continuous similar words".

The maximum similarity index **should not be more than 40% for complete Project** and should not be more than 5% in case of individual references including reference from author’s own previous works.

**Note:** All references, bibliography, table of content, preface, acknowledgement, generic terms, laws, keywords, standard symbols and equations must be excluded from plagiarism check.

# Allotment of Expert Members

For Review 1, Review 2 and Review 3 one expert member is necessary and allotted by Director. Head can nominated max 3 expert members and submitted to exam cell. Director will nominate one expert member.

# Best Project Award

The Student Project Award recognizes an outstanding class project or paper by a student or group of students in the field of his branch. Each department's best three Project with their Supervisor's will be awarded as per norms.

# Participation in Competitions

Aware the students from different competitions and targeting the competitions.

## Project Schedule

**BABU BANARASI DAS NATIONAL INSTITUTE OF TECHNOLOGY & MANAGEMENT, LUCKNOW**

**Project Schedule**

**Session : 2019-20** **Sem.: 07**

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Particulars** | **Dates** |
| 1 | Project Group Formation | Till First Week of August |
| 2 | Project Topic Finalization | Till 31/08/2019 |
| 3 | Project Evaluation (Review 1) | Till 11/10/2019 |
| 4 | Project Evaluation (Review 2) | Till 08/11/2019 |
| 5 | Final Project Evaluation (Review 3) | Till 25/11/2019 |

**BABU BANARASI DAS NATIONAL INSTITUTE OF TECHNOLOGY & MANAGEMENT, LUCKNOW DEPARTMENT OF**

**FORMAT FOR PROJECT PROPOSAL**

**Group No.:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr.**  **No.** | **Contents** | **Details** | | |
| **1** | **Name of the Program &**  **Branch** |  | | |
| **2** | **Number of Students in the**  **group** |  | | |
| 3 | **Name of Group Leader** |  | | |
| **4** | **Name of The Student with Roll No.** | **Roll**  **No.** | **Name of Students** | **E Mail id** |
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|  |  |  |
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| **5** | **Area of Project work** |  | | |
| **6** | **Tentative Title of Project Work** |  | | |
|  | | |
|  | | |
| **7** | **Details of Supervisor** |  | | |
| **Name** |  | | |
| **Designation** |  | | |
| **Contact No.** |  | | |
| **8** | **Details of Co- Supervisor** |  | | |
| **Name** |  | | |
| **Designation** |  | | |
| **Contact No.** |  | | |
| **9** | **Details of Reference Papers** | | | |
|  | **Topic** | | Journal | Year |
| **a** |  | |  |  |
|  | |
| **b** |  | |  |  |
|  | |
| **c** |  | |  |  |
|  | |

**Signature of Group Leader**



**Approved** **Not Approved**

**Signature of Project Coordinator** **Signature of Head**



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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | **BABU BANARASI DAS NATIONAL INSTITUTE OF TECHNOLOGY & MANAGEMENT, LUCKNOW** | | | | DATE : |  | | |  |  |
| DEPARTMENT OF | | | | | | | | | | | | |
| **PROJECT EVALUATION FORM - REVIEW 1** | | | | | | | | | | | | |
| PROJECT TITLE | | | | | | | | | | | | |
| PROJECT GROUP NO. | | | | | | | | | | | | |
| Sr. No. | AKTU ROLL NUMBER NAME OF THE  STUDENT | | | | | |  | GUIDED BY | | |  |  |
|  |  | | | | | | |  | | | | |
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|  |  | | | | | | |
| TEAM MEMBERS CONTRIBUTION AND PERFORMANCE | | | | | | | | | | | | |
| Rubrics for Assessing the Progress of the Work | | | | | | | | | | | | |
| 1-Not  Relevant | | 2 3-Average  -Marginal | | | | 4-Good | | 5-Excellent | | | | |
| **EVALUATION COMPONENT** | | | | | | **MARKS** | **TEAM MEMBERS** | | | | | |
| **1** | **2** | | **3** | **4** | **5** |
| **Problem Formulation** | | | **Aim of the Project** | | | **5** |  |  | |  |  |  |
| **Justification for Carrying out the Project** | | | **5** |  |  | |  |  |  |
| **Knowledge/ Understanding of the Project** | | | | | | **5** |  |  | |  |  |  |
| **Review of the literature** | | | **Knowledge about Existing Methods** | | | **5** |  |  | |  |  |  |
| **Selection of Reference papers** | | | **5** |  |  | |  |  |  |
| **Review of literature is presented in a logical** | | | **5** |  |  | |  |  |  |
| **Objectives and Methodology of proposed Work** | | | **Problem Identification** | | | **5** |  |  | |  |  |  |
| **Objective of the Project** | | | **5** |  |  | |  |  |  |
| **Selection of appropriate techniques and tools** | | | **5** |  |  | |  |  |  |
| **Society and Environmental relevance** | | | | | | **5** |  |  | |  |  |  |
| **Presentation** | | | **Organization of the Presentation** | | | **5** |  |  | |  |  |  |
| **Communication of Ideas** | | | **5** |  |  | |  |  |  |
| **Team Work** | | | | | | **5** |  |  | |  |  |  |
| **Planning For Future Work** | | | **Project Management** | | | **5** |  |  | |  |  |  |
| **Estimate of the Proposed work** | | | **5** |  |  | |  |  |  |
| **Originality of the Proposed work** | | | | | | **5** |  |  | |  |  |  |
| **Recognize the need for Lifelong Learning** | | | | | | **5** |  |  | |  |  |  |
| **Viva Voce** | | | **Answering Questions** | | | **5** |  |  | |  |  |  |
| **Conceptual Understanding** | | | **5** |  |  | |  |  |  |
| **Relevance** | | | **5** |  |  | |  |  |  |
| Total | | | | | | 100 |  |  | |  |  |  |
| **Project Assessment Committee** **Designation** | | | | **Comments** | | |  |  | | | Signature |  |
| **1** | | | **HoD** |  | | | | |  | | | |
| **2** | | | **Project Coordinator** |  | | | | |  | | | |
| **3** | | | **Project Guide** |  | | | | |  | | | |
| **4** | | | **Expert Members** |  | | | | |  | | | |

**BABU BANARSI DAS NATIONAL INSTITUTE OF TECHNOLOGY & MANAGEMENT, LUCKNOW DEPARTMENT OF**

**MONTHLY REPORT BY PROJECT GUIDE**

**Group No.:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Month** | **Dates** | **Works Completed** | **Works Incompleted** | **Work planned for next week** | **Sig. of Guide** |
| 1 | **Month 1** |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 | **Month 2** |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |
| 9 | **Month 3** |  |  |  |  |  |
| 10 |  |  |  |  |  |
| 11 |  |  |  |  |  |
| 12 |  |  |  |  |  |
| 13 | **Month 4** |  |  |  |  |  |
| 14 |  |  |  |  |  |
| 15 |  |  |  |  |  |
| 16 |  |  |  |  |  |
| 17 | **Month 5** |  |  |  |  |  |
| 18 |  |  |  |  |  |
| 19 |  |  |  |  |  |
| 20 |  |  |  |  |  |

## BABU BANARASI DAS NATIONAL INSTITUTE OF TECHNOLOGY & MANAGEMENT, LUCKNOW

**DEPARTMENT OF** **REVIEW DETAILS**

**Group No.:**

**Title of Project Topic:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Review** | **Date** | **Suggestions** | **Signature of Guide** |
| 0 |  |  |  |
| 1 |  |  |  |
| 2 |  |  |  |
| Final |  |  |  |