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## **Allocation Process**

### **Project Group Formation**

Students are advised beforehand that is during the spring semester of third year to finalize their groups and group formation forms are provided to students which are submitted by students before start of fall semester of final year so that groups can be finalized by FYP coordinator and approved by chairman of the department timely. After finalizing groups, FYP coordinator rank the groups on the basis of the average CGPA of the group members and also finalize which student from the group will be the group leader for managing project tasks at student level within the group. Refer to FD-FYP-01

### **Project title/ Proposal Submission**

Titles/ Proposals for Final Year Projects are gathered from both ends i.e. from faculty and students. FYP groups are given ample time to discuss the topics/titles within the group and with the supervisors for deciding upon their choice.

#### **Faculty**

Project titles are collected from the faculty members by FYP coordinator and displayed for students so that if any FYP group wants to opt a project from the departmental list can do so. However, group ranking is also an important factor for project selection from departmental list as the group having merit number 01 will have an open choice of selecting from the list and so on.

#### **Students**

Students are also given open choice to bring their ideas they want to work on. For proceeding on with their ideas groups are required to develop a project proposal and select supervisor with whom the group wants to work. First step is to discuss the proposal with the supervisor and if both agree on the idea then supervisor gives written consent that he/ she will supervise a particular project and FYP group. The proposal signed and approved by supervisor is then submitted to the FYP coordinator. Refer to FD-FYP-02.

### **Proposal Evaluation**

After finalizing the proposal, evaluation of all the proposals is done by the evaluators (Faculty members) and chairperson. Once students have presented their proposals, the Evaluators Committee adds their comments related to the proposal how it can be improved or made better.

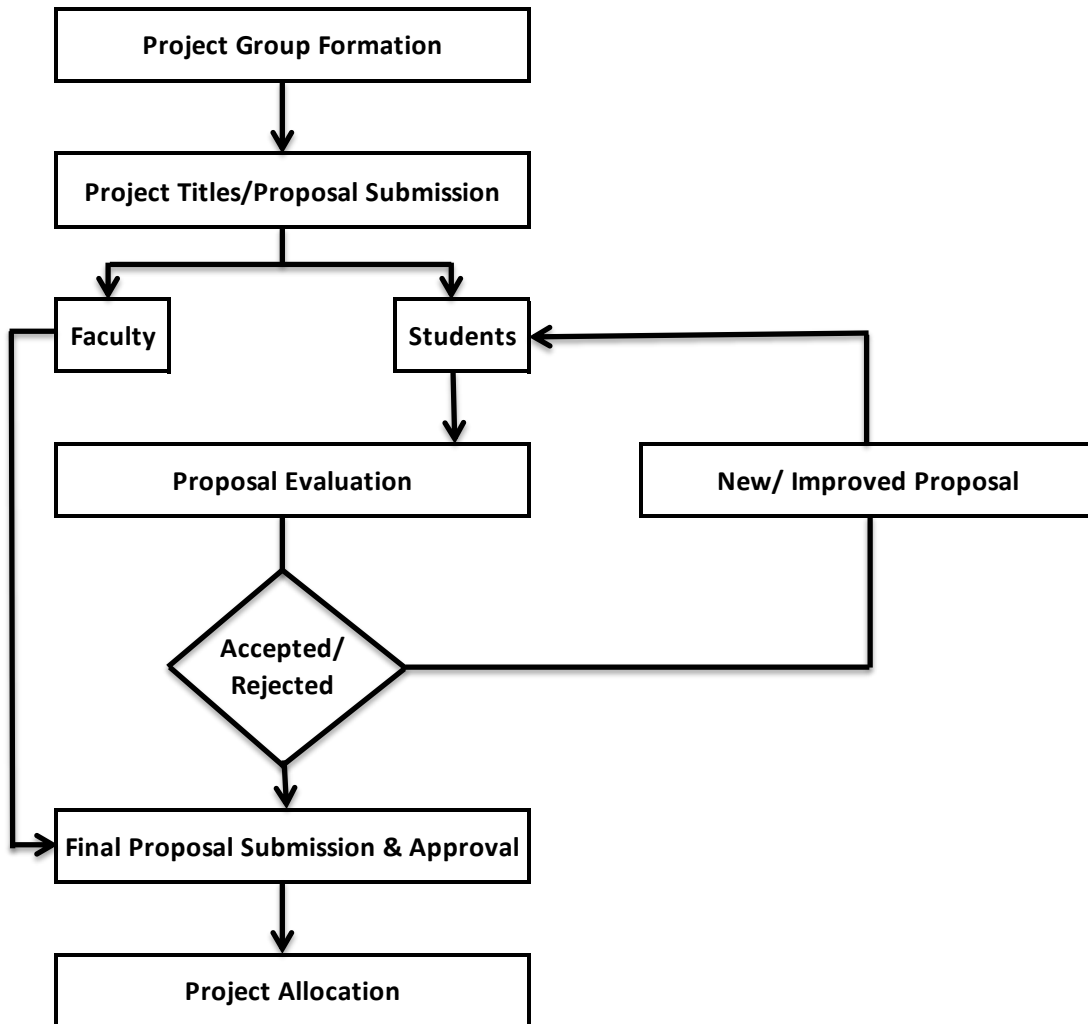
### **Final Proposal Submission and Approval**

After proposal evaluation, FYP groups redraft or include the suggested points in the proposals. These improved drafts are then finally submitted to FYP coordinator and later on approved by chairman.

### **Project Allocation**

After approval the projects are assigned to the respective groups and the finalized list of groups and projects assigned are then displayed on the departmental notice board. FYP groups are also supposed to submit the properly filled project allocation forms to FYP coordinator for record keeping. Refer to FD-FYP-03.

## Summary/ Flow Chart for project allocation process



**PROJECT GROUP FORMATION FORM**

For Students Only			For Office Use
S.No	Student Name	Roll No	CGPA Obtained
			Average CGPA:
			Group Merit No:

Notes:

- This form should be submitted to Projects Coordinator on or before the due group submission day.
- Photocopy of T.E. (Spring Semester) Marks Sheet of each individual student listed above, should be attached with this form

Any Comments (For Office Use)

Reviewed By:   (Projects Coordinator)	Approved By:   (Chairperson-CDF)
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Department of Food Engineering

Food Engineering Project (FD-430)

(Batch: \_\_\_\_\_ )

### Project Proposal Form

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**Project No.**

**Title:**

**Type (Tick ONLY one):**

- Experimental  
 Design

**Estimated Budget:**

PKR..... (min) to..... (max)

**Project Description:**

\*Detailed Proposal approved by supervisor is to be submitted by the FYP groups to FYP Coordinator.

**Supervisor:**

**Co-Supervisor (if any):**

\_\_\_\_\_  
(Name & Signature)

\_\_\_\_\_  
(Name & Signature)

Department of Food Engineering  
Food Engineering Project (FD-430)

(Batch: \_\_\_\_\_)

Date: \_\_\_\_\_

**FINAL YEAR PROJECT ALLOCATION FORM**

Title: \_\_\_\_\_

Name (Supervisor): \_\_\_\_\_

Designation: \_\_\_\_\_

Name (Co-Supervisor): \_\_\_\_\_

Designation: \_\_\_\_\_

S. No.	Group member name	Roll No.	Signature

\_\_\_\_\_  
Signature (Supervisor 1)

\_\_\_\_\_  
Signature (Supervisor 2)

For office use only

Project Serial No. \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature (FYP Coordinator)