

Final Year (Capstone) Project

(Guidelines, Procedures and Regulations)



MSCI-4301 Project

Institute of Business Administration

Faculty of Administrative and Management Sciences

Khwaja Fareed university of Engineering and Information Technology

Year 2025

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Introduction

The final year project is a crucial component of the undergraduate program at Khwaja Fareed University of Engineering and Information Technology, marking the culmination of years of academic learning and practical experience. This project provides students with an opportunity to apply the theoretical concepts and skills acquired throughout their studies to solve real-world challenges, conduct research, or create innovative solutions in their respective fields. It represents a significant step toward professional development, where students transition from academic environments to industry practices, research, or higher education.

At Khwaja Fareed University of Engineering and Information Technology, the final year project is designed not only to showcase the knowledge and skills of students but also to foster critical thinking, problem-solving abilities, and creativity. Students are encouraged to undertake projects that contribute to their field of study while addressing contemporary issues and challenges. The project serves as a platform for students to demonstrate their ability to conduct independent research, design prototypes, or develop systems that meet specific needs or solve problems within the community, industry, or society at large.

Through these projects, students not only complete their academic requirements but also prepare themselves to enter the professional world with a strong foundation of technical and analytical expertise. The project also emphasizes the importance of innovation, critical thinking, and effective communication in addressing complex problems in various domains.

Objectives

- To provide students with an opportunity to apply the theoretical concepts and principles learned during their academic studies to real-world problems, research, or design solutions in their respective fields.
- To enhance students' ability to think critically, analyze complex problems, and develop practical, innovative solutions that address specific challenges or needs within their discipline.
- To foster independence in learning by encouraging students to conduct original research, explore new ideas, and develop a deeper understanding of the subject matter through self-directed investigation.
- To help students develop important professional skills, including project management, time management, teamwork, and effective communication, all of which are essential in the workplace and for higher studies.
- To inspire students to explore new technologies, methodologies, and innovative ideas that can contribute to advancements in their field and provide potential solutions to real-world challenges.

Intended Learning Outcomes

After completing the final year project, the students should be able to:

- Students will demonstrate effective project management skills, including planning, organizing, and executing tasks within set timelines, while managing resources and potential challenges that arise during the course of the project.
- Students will be able to collaborate effectively with peers, faculty, and industry professionals (where applicable), demonstrating teamwork skills and the ability to integrate feedback and diverse perspectives into their work.
- Students will exhibit a strong sense of ethical responsibility in their research and project development, ensuring that their work adheres to ethical standards and professional practices, and is socially and environmentally responsible.

Academic Subject Area

Students can work in groups where group members will be from same specialization. The projects will conduct an in-depth analysis including one or more following key areas:

- Human Resource Management
- Marketing
- Supply Chain Management
- Public Administration
- Economics
- Accounting & Finance

Nature/Types of Report

There are a number of different formats that may be used for the final, written document of FYP. In conjunction with FYP Supervisor, students can review the options and select the format that best suits the nature of the topic. The following formats are acceptable for final report:

1. Research-Based Projects

These projects are focused on original research within the student's field of study. The aim is to explore a specific topic or problem in depth, contribute to the existing body of knowledge, and potentially propose new solutions or theories. Like all FYPs, an empirical research paper will include an abstract, title page, table of contents, etc. The following is indicative of the layout of the main body of an empirical research paper:

- **Introduction** –summarizes the aims of the research project; defines the area or topic; sets the context
- **Literature Review**–reviews the relevant literature providing a commentary on the existing state of knowledge (theories, and empirical evidence), trends, controversies, etc.; identifies gaps in the knowledge and concludes with specific research questions
- **Methodology**–outlines the steps taken in the collection of data with enough detail
- **Results**–details the findings from the data collection: may include tables, figures, and/or quotes from interviews; may include descriptive and inferential statistics.
- **Discussion (including Conclusion)**–pulls together the research questions that were asked with the answers that were obtained through the analysis of the data; provides commentary on these findings (e.g. do they confirm or reject particular views?; how do they inform the literature?); identifies limitations of the existing study and makes suggestions for future research; states clearly the conclusions that are reached and the implications and recommendations for relevant stakeholders (e.g. businesses, practitioners, governments, academics).

There must be clear links amongst the various sections of the paper. You are telling one story that is made up from several parts; these parts must be well integrated. The data you collect must be linked to the research questions you have identified in your Introduction and to the conclusions you reach in your Discussion.

Not all empirical papers follow this precise layout and you and your Supervisor may decide that another layout suits your research better. However, it is important to understand the role of the various sections and how they fit together. If you deviate from this layout, you should be clear why you are doing it.

2. The Feasibility Study/ Business Plan

Whereas an empirical paper asks and answers a research question, a feasibility study asks and answers a question about whether establishing a new product or service is feasible. It assesses the commercial and technical viability of the proposed enterprise by exploring potential markets, preparing costing and financial projections, considering the sourcing of raw material, assessing any plant and equipment needs, etc. Like all FYPs, it will include an introductory summary. However, in a feasibility study, this summary is called an Executive Summary instead of an Abstract. Like all FYPs, it will also need to include a title page, table of contents, appendices, etc. A typical layout for the body of the feasibility study is:

- **Introduction**–establishes the rationale for the business ideas includes any relevant background information and generally introduces the project.

- **Product/Service& process description**—provides a clear description and profile of the proposed product/service—researches how you propose to manufacture the product or process the service.
- **Product scope, future sales projections and demand gap.**
- **Management/Employee Structure**—who will manage the business, how many staff do you require, profile of staff required.
- **Facility layout**—Operational view of the business.
- **Financial Requirements**—what finance is required to start the business, how/where do you propose to source this finance and financial projections up to the break-even.
- **Plans for Future Development of the Business**—where and how will you progress the business idea, what are the issues and challenges.
- **Conclusion**—is the product/service feasible, what are your conclusions and recommendations.

3. The Business Consultancy Report

A Business Consultant draws on theory, knowledge and practical experience and applies them to solving a particular business problem or issue. In the Business Consultancy Report, the student assumes the role of a consultant advising the client on the best options available to solve a business problem. This process involves clarification of the specific business problem, identification, research and evaluation of the various solutions to the problem, the recommendation of one best solution and recommendations on how best to implement this solution. The consultancy project could be in Financial Management, Accounting system design, Marketing, Human Resource Management, Information Technology, etc. It could involve the analysis of an industry, a company, a brand or product line, an expansion, a take-over, as well as systems development, training, exportation, etc. As with all FYPs, your project will require a title page, table of contents, appendices, etc. It will also need an introductory summary (here called an Executive Summary instead of an Abstract). A possible layout for the body of a business consultancy report is:

- **Introduction**—describes the consultancy project, its goals and the initial issues and options identified.
- **Scope& Goals**—includes the time scales, the areas the project covers, basic assumptions and constraints. Covers the goals relating to the project.
- **Methodology**—details the research process.
- **Analysis**—includes a review of the findings (primary and secondary). Identifies and lists the issues.
- **Recommendations**—makes recommendations of the options based on the analysis carried out.
- **Implementation**—(if applicable) details the action plan for carrying out the recommendations.
- **Consequences and Requirements**—(if applicable) identifies the implications of the recommendations.

- **Conclusion**

Approximate Timelines Relevant To Each Format

The summary with approximate timelines for the chapters of each of the format is given below:

Timelines	Week 1-5	Week 5-10	Week 10-15	Week 15-18
Research based project	Brief and draft proposal. Finalization of proposal	Working on introduction & literature review. Possibly methodology must be done	Field work should be in progress. Results should be compiled. Conclusion must to an end.	Finalization of chapters. Viva/presentations. Award of grades for the semester.
Feasibility study/business plan	Brief and draft proposal. Finalization of proposal	Working on introduction, product service and process description. Project scope, future sales projections. Management structure is finalized.	Financial requirements chapter should be concluded. Plans for future development of business and conclusion chapter must come to an end.	Finalization of chapters. Viva/presentations. Award of grades for the semester.
The business consultancy report	Brief and draft proposal. Finalization of proposal	Working on introduction, scope and goals. Possibly methodology.	Analysis and recommendations should be provided. Implementation and conclusion must come to an end	Finalization of chapters. Viva/presentations. Award of grades for the semester.

Basic Requirements and Necessary Skills

- A project can be started only after approval of project proposal by the FYP committee (constituted by Head of Department). For the commencement of final project an advisor/supervisor is needed preferably should be part of the IBA faculty.
- The minimum requirement for taking up a project is that you have the basic knowledge of the domain and have studied the basic courses necessary for the particular project.

Choosing a Topic

- Final Projects are offered by the faculty members/internal advisors; however, a student will suggest a project topic.
- Projects are expected to be conceived, designed, and executed at a graduate level of sophistication.
- Student who want to work on a topic other than those suggested by advisors, they may suggest projects through advisors at least within two weeks of supervisor allocation.

Grouping and Group Size

- For the students of BBA/BS projects, the group size may NOT exceed 5 group members.
- Preferably a student of one specialization may not make a group with student of another specialization, although they have registered Final Project in the same semester.
- Students may make their own groups.

Change of Group

A student may NOT change the group once selected so it is advised that the students should make the project group with extreme care.

Change of Supervisor

- All faculty members of the University/affiliated college are very well qualified and the projects offered by them are from their areas of expertise.
- Any application for change of advisor will NOT be entertained unless the faculty member has left the university/affiliated college and sufficient amount / time of project work is remaining.
- In case of any serious disagreement between the Advisor and Students the case will be presented in front of the DEAN for an appropriate solution.

Final Year Project Office – Role and Responsibilities

The Final Year Project Office at Institute of Business Administration, KFUEIT or at affiliated college serves as a dedicated support hub for undergraduate students embarking on their final year projects. The office is responsible for guiding students through the entire project process, from selecting a suitable topic to the successful completion and presentation of their work. It provides essential resources, mentorship, and administrative support to ensure that students are equipped to undertake meaningful, impactful projects.

The office coordinates with faculty members to facilitate collaboration and ensure that students' projects align with academic and professional standards. Through one-on-one consultations, the office fosters

an environment of continuous learning, helping students enhance their research, technical, and communication skills. Additionally, the Final Year Project Office ensures that all students meet the necessary academic requirements and deadlines, providing a structured framework to guide their work from start to finish.

The office has the following responsibilities:

- Develop a project policy for the Institute of Business Administration based on HEC guidelines and international best practices.
- Assign faculty supervisors to guide students through their projects and offer academic support.
- Ensure that students are provided with clear guidelines and expectations for project execution, from topic selection to final presentation.
- Ensure that the proposed topics are feasible, innovative, and aligned with the academic curriculum.
- Offer individualized support to students, addressing their concerns or challenges throughout the project lifecycle.
- Organize and coordinate the assessment process, including final evaluations and presentations.
- Organize and coordinate the final project presentation events, where students showcase their projects to final year project evaluation committee constituted by Head of Department.
- Maintain proper records of project progress, evaluations, and final reports for academic and administrative purposes.

The Faculty Supervisor – Roles and Responsibilities

All PhDs and non-PhDs faculty members having minimum 18 years of education can supervise BBA/BS final year projects.

The following are the expected roles and responsibilities of the faculty supervisor:

- Liaise with the final year project office.
- Meet either physically or virtually with the student at least twice a week to discuss project progress.
- Address student queries, provide advice, and help resolve other issues the student may face during their projects.
- Review and provide feedback on submissions made by the student.
- Ensure all relevant documentation for the projects rests with the project office.

The Students – Roles and Responsibilities

The following are some of the expectations from final year projects students.

- Take responsibility for selecting an appropriate, relevant, and feasible project topic aligned with their field of study and academic interests.
- Ensure the project topic is well-defined, clearly scoped, and aligns with the project requirements set by the department.
- Seek guidance from the supervisor to refine the topic and ensure its feasibility.
- Conduct thorough research to gather relevant data, literature, and background information related to the project topic.
- Schedule regular meetings with the supervisor to discuss project progress, challenges, and next steps.
- Write a comprehensive final report that documents the entire project process, including introduction, objectives, methodology, results, discussions, conclusions, and recommendations.
- Ensure that the report is clearly organized, properly formatted, and free of errors, following the guidelines provided by the department.
- Prepare and deliver a well-structured oral presentation to showcase the project's findings, methodology, results, and significance.

Key Performance Indicators

Key Performance Indicators (KPIs) are essential for evaluating the progress and success of final year projects. These KPIs help to assess not only the quality of the project outcomes but also the student's ability to conduct research, manage time, and communicate their findings effectively. Below are key performance indicators typically used for evaluating final year project students:

1. Presentation Skills

- **Effectiveness of Presentation:** Was the final presentation clear, well-organized, and engaging? Did the student effectively communicate the key aspects of the project to the audience?
- **Visual Aids and Supporting Materials:** Were the visual aids (slides, prototypes, etc.) used in the presentation appropriate, professional, and informative?
- **Ability to Respond to Questions:** Did the student respond confidently and accurately to questions from the evaluators or audience? Were they able to explain complex concepts in a simple way?
- **Time Management:** Was the presentation delivered within the allocated time? Did the student manage the presentation time effectively?

2. Project Outcomes and Impact

- **Achieving Project Goals:** Did the student achieve the main objectives of the project? How well did the final outcomes address the problem or research question?

- **Practical Application:** How relevant and applicable are the project's outcomes to the real world or industry? Does the project have potential for further development or implementation?
- **Contribution to the Field:** Did the project make a meaningful contribution to the academic field, industry, or society?

3. Report Writing and Documentation

- **Clarity and Structure of the Report:** Is the final project report well-organized, clear, and logically structured? Does it follow the required format and guidelines?
- **Comprehensiveness and Detail:** Did the student include all necessary sections (introduction, methodology, results, discussion, conclusion, references) in sufficient detail?
- **Quality of Writing:** Is the report written professionally, with proper grammar, spelling, and academic tone? Are technical concepts explained clearly?
- **Citations and References:** Did the student properly cite all sources and follow the required citation style? Was plagiarism avoided?

4. Adherence to Ethical Guidelines

- **Ethical Considerations:** Has the student followed ethical guidelines in terms of research integrity, data privacy, and fairness? Did they take care in avoiding plagiarism and misrepresentation?

5. Supervisor Feedback

- **Supervisor Evaluation:** The feedback and evaluation from the academic supervisor regarding the quality of the student's work, progress, and approach.

6. Teamwork and Collaboration

- **Team Dynamics:** How well does each student contribute actively and effectively to the team's progress? Are they able to contribute meaningfully to discussions and tasks?
- **Conflict Resolution:** How well does the student manage conflicts or challenges within the team and contribute to resolving issues?

7. Self-Reflection and Learning

- **Self-Assessment:** Has the student demonstrated an ability to critically reflect on their work, identifying both strengths and areas for improvement?
- **Growth and Development:** Does the student show evidence of having developed new skills (technical, research, communication) throughout the project? How well do they articulate what they have learned from the experience?

Method of Evaluation

Grading Scheme

The students are assessed based on the course grade scheme, the Grade Point ranging from 0-4.00 and corresponding letter grades of D to A/A+ according to the following table.

A+ = 4.00 (95-100)	B+ = 3.30 (76-79)	C+ = 2.30 (64-67)	D+ = 1.30 (54-56)
A = 4.00 (86-94)	B = 3.00 (72-75)	C = 2.00 (60-63)	D = 1.00 (50-53)
A- = 3.70 (80-85)	B- = 2.70 (68-71)	C- = 1.70 (57-59)	F = 0.00 (01-49)

Grading Weightage Criteria

Marks Distribution	Marks Allocated (%)
Faculty Supervisor weightage	40%
External Evaluator or FYP Committee weightage	60%
Total	100%

Project Report

The student is required to write a detailed final report, adhering to the provided guidelines by project office before submission. The formatting guidelines are provided below.

Format of the report

1. The report must be submitted with **Hard Binding** on standard A4-sized paper. It should be written in Times New Roman, with a font size of 12 with line spacing of 1.5. Use only one side of the page for printing.
2. Left margin 1.5 while top, bottom and right margins 1 inch each. The text shall be fully justified and the paragraph should not be indented.
3. The page limit for BBA/BS project should be 40-45 pages.
4. The caption of the tables should be written on the top of the table, while figure caption at the bottom of the figure.
5. Each page of a project must be counted and numbered. Pages should be numbered consecutively. The page numbers should be printed at the bottom right hand corner, 1.25 cm from the top edge and 2.5 cm from the right edge.
6. Preliminary pages of a project, starting from the title page should be numbered using small letter Roman numeric (i, ii, iii, etc.); while the rest of the pages should be numbered using Arabic numeric (1, 2, 3, etc.).
7. All chapters and their sub-sections must be labelled and numbered. The chapters are numbered using Arabic numeric, i.e. Chapter 1, Chapter 2, Chapter 3, and so on. The sub-sections should not be indented but arranged in a structured manner not more than four levels.

8. First level heading (Title of the chapter) should be 18 font size and bold.
9. Second level heading (Title of the sub-section) should be 15 font size and bold).
10. Third level heading (Title of the sub-sub-section) should be 13 font size and bold).
11. The caption of Table and Figure should be bold and of 12 font size.
12. First page should contain the project title and the student registration number.
13. The page margins should be set to 1 inch, and the report must adhere to APA style guidelines.
14. Final year reports should be submitted to final year project office by the submission date provided by final year project Convener.
15. Please note that Final Transcripts are not issued unless the reports are submitted and checked

Appendix

Working Together in Classroom: An Analytical Approach

(17 pts, First letter of each main word should be capital, Title should be approved by FYP committee)



By

Sr. No.	Student Name	Registration #
1	MUHAMMAD AMIN	MSCI231101025
2		
3		
4		

(14 pts)

BECHOLOR OF BUSINESS ADMINISTRATION (14pts, capital)

Institute of Business Administration

Faculty of Administrative and Management Sciences

Khwaja Fareed university of Engineering and Information Technology

Rahim Yar Khan (14pts)

June 2025 (16 pts)

Working Together in Classroom: An Analytical Approach

(17 pts, First letter of each main word should be capital, Title should approved by FYP committee)



Submitted By

Sr. No.	Student Name	Registration #
1	MUHAMMAD AMIN	MSCI231101025
2		
3		
4		

(14 pts)

Supervised By

A thesis submitted in partial fulfillment of the requirements for the degree of (12 pts)

BECHOLOR OF BUSINESS ADMINISTRATION (14pts, capital)

Institute of Business Administration

Faculty of Administrative and Management Sciences

Khwaja Fareed university of Engineering and Information Technology

Rahim Yar Khan (14pts)

June 2025 (16 pts)

Declaration

We **XYZ** hereby state that our BBA final year project titled “*Working Together in The Classroom: An Analytical Approach*” is our own work and has not been submitted previously by us for taking any degree from Khwaja Fareed University of Engineering and Information Technology, Rahim Yar Khan or anywhere else in the country/world.

At any time if our statement is found to be incorrect even after our under graduation the university has the right to withdraw our BBA degree.

Rahim Yar Khan, on February 13, 20--.

Sr. No.	Name	Registration	Signature
1	XYZ	MSCI12345	
2			
3			
4			
5			

Supervisor Name: ABC
KFUEIT, Rahim Yar Khan

Plagiarism Undertaking

We solemnly declare that research work presented in the project titled “*Working Together in the Classroom: An Analytical Approach*” is solely our research work with no significant contribution from any other person. Small contribution/help wherever taken has been duly acknowledged and that complete project has been written by us.

We understand the zero tolerance policy of the HEC and Khwaja Fareed University of Engineering and Information Technology, Rahim Yar Khan towards plagiarism. Therefore, We as Authors of the above titled project declare that no portion of our project has been plagiarized and any material used as reference is properly referred/cited.

We undertake that if we are found guilty of any formal plagiarism in the above titled project even after award of BBA degree, the University reserves the rights to withdraw/revoke our BBA degree and that HEC and the University has the right to publish our name on the HEC/University Website on which names of students are placed who submitted plagiarized work.

Rahim Yar Khan, on February 13, 20--.

Sr. No.	Name	Registration	Signature
1	XYZ	MSCI12345	
2			
3			
4			
5			

Supervisor Name: ABC

KFUEIT, Rahim Yar Khan

Certificate of Approval

This is to certify that the project research work presented in this project, entitled “*Working Together in the Classroom: An Analytical Approach*” was conducted by **names of group members** under the supervision of **name of supervisor**.

This project is submitted to Institute of Business Administration, Khwaja Fareed University of Engineering and Information Technology, Rahim Yar Khan in partial fulfillment of the requirements for the degree of Bachelor of Business Administration (BBA).

Examiner (Convener)

Signature and Date

Supervisor

Signature and Date

Head of Department

Signature and Date

Acknowledgments

The help, guidance and sponsorship of the mentor (s), teacher(s), colleague(s), relative(s) for the conduct of research and composition of final year project may be acknowledged by the author. It shall not be exceeded than one page.

Abstract/Executive Summary

This section is a summary of the project report which is developed with an objective to give the reader a quick overview of the problem, objectives, methodology, and the findings. Abstract should contain at least 250 words and a maximum of 300 words.

Keywords: Keywords1, Keywords2, Keywords3

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List of Figures

Figure 1.1

.....**Error!**

Bookmark not defined.4

Figure 2.1.....6

List of Tables

Table 1.1	Error! Bookmark not defined.
Table 3.1.....	7

General Instructions for All Chapters

First chapter should clearly state motivation, explain significance and describe the general theoretical aspect of the study. Avoid repetition or duplication of ideas. At the end of the chapter describe the outline of thesis.

- Font size of main text body should be 12 pts. It will be 14 and 12 pts for headings and subheadings, respectively. It should be 14 pts for Chapter Nos. and 16 pts for Chapter names. The names of chapters (e.g., **INTRODUCTION**) should be in upper case, centered and bold whereas Chapter Nos. should be un-bold and on top left of a page.
- Line spacing = 1.5; Spacing Before/After = 0, Alignment = Justified
- Left margin 1.5 while top, bottom and right margins 0.1 inch each. The text shall be fully justified and the paragraph should not be indented.
- Each word (except prepositions) of a heading and sub-heading should be capitalized and bold.
- The page limit for MS/MPhil thesis is minimum number of 50 pages altogether and 90 pages for PhD. Moreover, minimum number of qualitative and quantitative parameters (e.g., of analysis, applications etc.) should be discussed to justify the quality and quantity of thesis. For computational work, its experimental evidence should also be added.
- The legends of the Tables should be written on the top of the table, while Figure legends at the bottom of the figure. Each legend should be centralized.
- Thesis shall be submitted on A-4 size paper weighing not less than 85 gram. Use only one side of the page for printing
- Each chapter should be started on a new separate page.
- Thesis will be restricted to 4 chapters. No additional chapters should be added.
- Page numbering of acknowledgement, abstract, List of Tables, List of Figures, list of Abbreviations should be in times new roman. The page numbers of all chapters (Chapters 1-4), Conclusions, References, Appendices and List of Publications should be displayed in numeric values e.g., 1, 2, 3,------. Page numbering should be at “bottom right corner” of a

page.

- Thesis binding (colour title page) will be on art paper.
- The approved reference style is American Psychological Association (APA) 6th edition. Citation of one reference with one author within or at the end of sentence is like this (Volokitin, 2020). Start of Sentence is like this. Volokitin (2020) has presented this study. One reference by two authors: Within or End of Sentence: In this study the authors (Bramberger & De Vega, 2020) has reported. Start of Sentence is like this. Bramberger and De Vega (2020) has presented this study. One reference by three or more authors is like this (Wang et al., 2019). Start of the Sentence: Wang et al. (2019). has presented this study. Multiple references is like this. All citation: In these studies the authors (Volokitin, 2020; Bramberger & De Vega, 2020; Huang et al., 2019) have presented.

INTRODUCTION

1.1. Silicon

Silicon is a semi-metal which may possess a highly crystalline nature. It belongs to p block and group 14 of the periodic table (Farina et al., 2002).

Table1.1: Physical Properties of Silicon

Atomic number	14
Atomic weight	28.08 g/mol

Chapter 2

REVIEW OF LITERATURE

The synthesis of novel oligothiophene-containing carbosilane-siloxanes of linear or branched structure with conjugation lengths of 4–7 thiophene rings, flexible aliphatic spacers-
----- (Polinskaya et al., 2022).

Final Year Project Fall / Spring:
Performance Measurement - Proforma
Institute of Business Administration, KFUEIT, RYK

Centre:..... **Viva Voce Date:**.....

Specialization: **Supervisor Name:**

Evaluated by: **Signature:**

Sr. No	Key Performance Indicators (KPI)	Obtained Score	Comments (if any)
1	Presentation (10 marks) (Way of communication, dressing, general gesture etc.)	Communication = Dressing = General gesture = _____ Obtained Score =	
2	Idea of Project (15 marks) ▪ Innovativeness of idea OR ▪ Application of idea in real life situation etc. OR ▪ Usefulness of idea with respect to specific specialization of group members		
3	Quality of work and write up of Report (15 marks) ▪ Quality of work in terms of English grammar ▪ Quality of work in terms of content/material ▪ Arrangement of material + formatting of report as per standard provided	_____ + _____ + _____	
4	Question/Answer Session (10 marks) The quality of answers of question asked by each committee member	Score based on no of correct answers asked by each committee member	
5	Overall impression of presentation (10 marks)	Score based upon the judgment of each committee members	
Total score obtained		/60	

*For additional comments/feedback, please use the back side of this proforma.

Project Title:.....

Group Details:

Serial#	Student Registration	Student Name	Marks
1			
2			
3			
4			
5			