



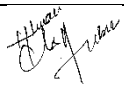


## Policies & Procedures Manual Institute of Business Management (IoBM)

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### Policy Statement

It is the policy of IoBM to establish a quality management system for the smooth conduction of Final Year Design Projects of all Undergraduate Programs that meet the quality standards expected by our stakeholders. To achieve this, IoBM management is committed to continue the improvement in all areas of activities.

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# Final Year Design Project (FYDP) Policy

## 1. Preamble

Final Year Design Project (FYDP) is a compulsory element of Computer Science, Data Science and Software Engineering degree programs. It is an Outcome-Based Education (OBE), Complex Engineering Activity (CEA) of 6 credit hours. FYDP is for the final year students and begins in 7th semester and stays till the end of 8th semester. The main purpose of this project is to enhance the technical capabilities of students by implementing their theoretical & practical knowledge in the field of Research & Development. It encourages students to work on an industrial or research-based problem and show how proficient they are in problem-solving and critical thinking. FYDP allows the students to develop cognitive, affective, and psychomotor skills i.e. technical skills, communication skills by integrating writing, presentation, and teamwork. Working in team structure, time management, member participation, planning, cost estimations are some of the key processes, the student learns and applies in FYDP.

The document serves as a structured manual for Final Year Design Project procedure, assessment tools and their mapping with Program Learning Outcomes, guidelines for FYDP process activities, FYDP Stake Holders responsibilities, FYDP, and Evaluation Criteria.

## 2. Introduction

The Final Year Project (FYP) is the culmination of the student's degree program. The main purpose of this project is to encourage students to apply the knowledge acquired during their studies. It allows them to work on a substantial problem for an extended period of time, show how proficient they are in solving problems related to the real world. It's a two-semester course with 6 credit hours in which students of 4 members (max) select a PROJECT, which is supervised by a faculty member, specialized in that particular field with collaboration with an external (optional).

## 3. FYDP Objectives

The objectives of the Senior Design Project are:

1. To use the skills acquired in the other courses to solve real technological and technical problems.
2. To enhance creativity of the students in analyzing and solving computer science problems.
3. To create an environment to promote cross disciplinary learning and team approach to problem solving.
4. To develop the ability of self-learning.
5. To prepare students to be successful in their industrial careers.

## 4. FYDP Duration

Senior students expected to graduate by the end of the academic year must take the senior design project course which spans a two-semester. During the first semester, the student registers in phase one of the project. After successful completion of the first phase, the student registers in phase two of the project.

A sample of timeline is given below, different departments/programs may adapt it according to their requirements.

S. No.	Milestones	Calendar
1	Submission FYPD titles by students	12 <sup>th</sup> Week of 6 <sup>th</sup> Semester
2	Submission FYPD titles by Faculty	13 <sup>th</sup> Week of 6 <sup>th</sup> Semester
3	FYP committee meeting in which committee members finalize FYP topics and allocate supervisors	14 <sup>th</sup> & 15 <sup>th</sup> Week of 6 <sup>th</sup> Semester
4	Synopsis Submission	1 <sup>st</sup> Week of 7 <sup>th</sup> Semester
5	Synopsis Defense	3rd Week of 7 <sup>th</sup> Semester
6	FYPD-1 Mid-Term Evaluation + SRS Submission + Report Submission	8 <sup>th</sup> Week of 7 <sup>th</sup> Semester
7	Detail meeting with Supervisor, FYDP Convener and Chairman (on the flow of the FYDP project)	9th Week of 8 <sup>th</sup> Semester
8	FYPD-1 Final Evaluation	17 <sup>th</sup> Week of 7 <sup>th</sup> Semester
9	FYPD-2 Mid-Term Evaluation	8 <sup>th</sup> Week of 8 <sup>th</sup> Semester
10	Detail meeting with Supervisor, FYDP Convener and Chairman (on the flow of the FYDP project)	9 <sup>th</sup> Week of 8 <sup>th</sup> Semester
11	FYPD-1 Final Evaluation + Final Report Submission	17 <sup>th</sup> Week of 8 <sup>th</sup> Semester

#### **4.1 Team Formation**

Team formation must satisfy the following requirements:

- FYDP group should preferably comprise of three (3) students.
- In case a group of four (4) students is to be formed, an approval from the concerned Chairperson is needed on the recommendation of FYDP Committee with appropriate justification.
- Senior project group may be a single discipline or multidisciplinary computing student.
  - Single-discipline design group is advised by one faculty member from the relevant discipline.
  - Multidisciplinary design group may include students from at least two programs and is advised by two faculty members each from the relevant department.

#### **4.2 Project Title Selection**

- Primarily all the FYP students are asked by FYP COMMITTEE to form their FYP groups and submit TITLES (at least one topic from each group member) for Final Year Projects.
- Secondly all the faculty members are asked by FYP COMMITTEE to offer TITLES for Final Year Students in which they want to conduct PROJECTS.
- Thirdly FYP committee meeting is scheduled in which committee members finalize FYP topics for groups.
- Students approach the FACULTY MEMBERS as per their interest in TITLES offered by faculty members to take them as their SUPERVISORS/ADVISORS for their Final year project.

#### **4.3 Synopsis Submission**

- After group formation and FYP topic finalization, each group have to go through SYNOPSIS DEFENSE in front of FYP COMMITTEE which is led by the SYNOPSIS SUBMISSION. The synopsis should cover the following headings:
  - Title
  - Introduction
  - Objective

- Scope
- Methodology
- Expected Results
- A list of APPROVED FINAL YEAR PROJECTS, that contains Group Member Names, FYP Topics and Supervisor Name, is documented and submit this approved list to each FYP Committee member.
- Moreover, Performa regarding FYP Log Book, Synopsis Template, SRS Template, FYP-I and FYP-II Report Template, Mid & Final presentations and Report Writing Guidelines are provided to Project supervisors.

#### **4.4 Mid Presentation**

- FYP groups are required to show their Progress by giving presentation. The synopsis should cover the following headings:
  - Title
  - Introduction
  - Project Objectives and Scope
  - Related Work / Existing System
  - Contribution / Novelty
  - Methodology
  - System Design
- Schedule for taking MID PRESENTATION then placed on Notice Board by the FYDP Convener. These Presentations are conducted section-wise in the PROJECT DAY of each section.
- A Rubric is provided to each EVALUATOR for assessment of PARTICULAR PROJECT at the time of Presentation.

#### **4.5 Final Presentation/Report Submission**

- After the mid-defense of the project, students again get one semester to complete their remaining work regarding the FYDP.
- Draft FYDP report submission date is announced by the convener FYDP after consultation with the Chairman.
- FYP COMMITTEE along with supervisors go through all these Drafts which should fulfill the criteria provided in REPORT WRITING GUIDELINES.
- After final exams of 8th-semester date for FYP Showcase is announced for which again a schedule is placed in CHAIRMAN OFFICE
- It is recommended to invite Two External Evaluators from particular specialized field and along with FYDP Committee members to take all the presentations and finalize marks on RUBRICS.

## **5. Grading Policy**

<b>FYP-I</b>		
<b>S. No.</b>	<b>Assessment Tool</b>	<b>Percentage</b>
1	FYP-1 Midterm Evaluation	30%
2	FYP-1 Final Evaluation	50%
3	Supervisor Evaluation	20%

FYP-II		
S. No.	Assessment Tool	Percentage
1	FYP-1 Midterm Evaluation	10%
2	FYP-1 Final Evaluation (Internal)	30%
3	FYP-1 Final Evaluation (External)	40%
4	Supervisor Evaluation	20%

## 6. Assessment Policy:

For the implementation of OBE, all the assessments are based on rubrics. The rubrics are designed using Program Learning Outcomes (PLOs). The rubrics are attached in Annexure-D.

## 7. FYDP Stakeholders:

- FYP Coordinator
- Final Year Student
- Final Year Design Project Supervisor
- Final Year Design Project Committee

### 7.1 Final Year Student's Responsibilities

- Discuss their idea with the faculty members of their department before requesting them to supervise the project.
- Meet supervisor on weekly basis, share progress and seek supervisor advice.
- Visit the FYDP website and notice board regularly and meet the deadlines provided in the FYDP Calendar.
- All the instructions/Templates/Performa's issued by FPDPC should be followed.
- Students must comply with the rules and regulations defined by FYDPC / University.

### 7.2 Final Year Design Project Supervisor's Responsibilities

Each supervisor is allowed to supervise not more than two projects in an academic year.

- Hold weekly meetings with the assigned FYDP group, maintain the logbook after each meeting and submit the Link to FYDP Committee.
- Supervisor needs to create a WhatsApp group for the FYDP students.
- Supervisor needs to communicate through emails/WhatsApp with the FYDP students.
- Assign related literature to the FYDP students.
- Address technical problems by providing a viable solution.
- Council to resolve conflicts among students of his/her FYDP group.
- Arrange mock presentations before the mid and final-year presentations.
- Read the draft of each chapter and provide suggestions for improvement. Ensure that the report is according to the guidelines provided by the FYDP.
- Arrange a co-supervisor if s/he is away for a longer period of time and notify FYDPC through Email.
- Guide the student to convert their FYDP into research work to publish it in a conference of HEC recognized journal.

### **7.3 Final Year Design Project Committee's Responsibilities**

- Manage the FYDP process.
- Hold an orientation session for the final year student before the beginning of any FYDP activity.
- Notify about the proposal acceptance decision on departmental FYDP website and notice boards.
- Manage student evaluation process.
- Submit FYDP result to Examination Department.
- Prepare FYDP timeline aligned with the academic calendar of the University.
- Ensuring that Project Ideas are relevant to the University's aims and objectives and fulfill the Engineering criteria set by the university.
- Finalize the panel of evaluators for mid-year and final presentations.
- Provide a schedule of mid-year and final presentations.

## **8. Panel of Evaluators:**

FYDPC decide the panel of evaluators. The panel must consist of at least 4 evaluators. The panel must contain FYDP supervisor and at least one member of FYDPC and 2 Experts.

### **8.1 Evaluator's Responsibilities:**

- Evaluate mid-year and final presentation as per the FYDP rubrics.
- Submit the Evaluation Performa to FYDPC within 2 days of examinations.

## **9. Plagiarism Policies**

If students have taken ideas or referencing other work as part of the proposed project or implementing a proposed solution, then, it must be cited and reference should be clearly specified. For instance, if students are developing project using 3rd party tools and libraries, it must be referenced, and relevant comments and notes must be highlighted and will not be regarded as part of the original work of student groups. Hence, it is extremely important to note that it is the responsibility of students to ensure they are not plagiarizing knowingly or unknowingly.

Plagiarism Report using Turnitin is mandatory required in the end of the project report. A match of less than 20% may be perfectly acceptable, as long as your work is presented and referenced correctly.

## **10. Request to Change**

### **10.1 Change of Scope**

If there is a situation that the approved project proposal scope is need to be changed then the FYDP Students need to fill and submit the request to change of Scope form with justified reasons. The Performa is attached in Annexure-F.

### **10.2 Change of Supervisor**

FYDP Students need to fill and submit the request to change of supervisor in case they could not get along with the supervisor. The Performa is attached in Annexure-G.

### **10.3 Extension Period**

In case a group or a student could not appear at the evaluation venue on time, can be provided an extension period by Convener FYDP after approval of Chairman and recommendation of Supervisor.

In case a group or a student unable to defend its Final Year Designed Project in front of the evaluation panel, an extension period may be provided to defend his/ her project with the consent of experts and supervisor.

## **11. Interdisciplinary FYDP**

Students who wish to undertake a senior design project that incorporates team members from multiple disciplines/departments may pursue an Interdisciplinary Final Year Design Project (IFYDP).

- Seek out and discuss your intended project idea with your FYDP Supervisor.
- Discuss your project theme and team composition with the FYDP convener.
- Discuss your team composition and project idea with the FYDP convener from the department you are going to request to contribute in your FYDP.
  
- FYDP team of four members (max.) should contain minimum of two team members from each department. Thus, each Interdisciplinary FYDP is divided into two sub teams, one from each Host and Home department.
- The entire FYDP team should submit the Title Synopsis in both departments and a joint Title defense will be arranged by the FYDP conveners both departments.
- Similarly, Mid-year and Final evaluation will be arranged jointly by the FYDP conveners of both departments.
- The FYDP conveners should keep track of the interdisciplinary FYDP by keeping the record of meetings conducted by the Supervisors with the Team members.
- The students must follow and submit all the required documentation/materials of their relevant department including submission of Minutes of Meeting/Logs/Mid-Report/Final Report etc.

## **12. Industrial Projects**

### **12.1 Industrial Collaboration Project**

In the case of an industrial collaboration project, the reference letter from the industry needs to be furnished by the group. An official contract may be signed between the department and the industry in order to outline the detail of the contribution by both parties and the ownership of the Project and Intellectual Property.

### **12.2 Funded FYDP**

- An Industrial Representative may be the co-supervisor of the Project.
- The University with Industrial Representative decides whether to hand over the project to the industry after the approval of the relevant Chairperson, Dean, and VC.
- The University and Industry both will be considered equal stakeholders of the Project and will file the patent/publication together.

### **12.3 On-Site FYDP**

- An industrial Representative may be the Supervisor and university faculty may be the co-supervisor of the project.
- For on-site FYDP, the FYDP committee should check the feasibility that the project offered by the industry meets the requirements of the department FYDP.

- The student must follow and present all the assessments requirements of the department.
- If needed, on-site evaluation may be arranged on the special request of the Student/Industrial supervisor.

### **13. Storing of FYDP and Reports**

The storage of FYDP is an important element in showcasing the outstanding FYDPs of the university and departments. The FYDP once stored in the department/university with Project report and Poster Presentation may be used for participating in the Project Exhibition and further extension of the project by following year FYDP groups.

1. It is recommended to store the FYDP project for 3 years (at least), which has won any competition or prize during project exhibition or competition.
2. The FYDPs report, presentation, and any other material related to the FYDP, may be converted into digital form and must be stored in the Digital Library of the University.
3. It is recommended to collect two videos from each group.
  - i. Introduction and the operation of the FYDP.
  - ii. Detailed technical description of the FYDP.

### **14. Open House and Project Exhibition**

It is recommended to all departments to encourage students to participate in the Project Exhibition and Competition as announced by the University.

### **15. Appendix**

#### **15.1 Forms**

- FYP Proposal Form
- FYP Log Book
- change of Scope
- change of supervisor
- Plagiarism Statement

#### **15.2 Rubrics**

- FYP-1 Mid-Term Assessment
- FYP-1 Final Assessment
- FYP-1 Supervisor Assessment
- FYP-2 Mid-Term Assessment
- FYP-2 Final Assessment (Internal and External)
- FYP-2 Supervisor Assessment

#### **15.3 Guides and Templates**

- Report Writing Guidelines
- Report Template
- Presentation guidelines
- Presentation Template

## Form 1: Student Sign Off Form – Undertaking

Project Title:

Date:

Student Name:

Student ID:

I have read and understood all of the First Day Materials for the Course. In particular, this includes:

1. I am responsible for applying engineering code of ethics.
2. I am responsible for keeping up to date with announcements that I will receive from the course coordinator, academic advisor.
3. I am responsible for submitting tasks on or before the due date.
4. If I am caught cheating, I know that:
  - a) the consequences will be set by the University Policy on Unfair means,
  - b) the sanctions for cheating could be as high as expulsion with a grade of Ex, failure for cheating, recorded in my transcript, and
  - c) cheating includes but is not limited to:
    - i) leaking any confidential information.
    - ii) submitting work that is not my own or, for teamwork, not my team's;
    - iii) accepting unauthorized help from other students or providing unauthorized help to other students (for example, giving another team a copy of your team's work).
    - iv) using unauthorized materials; and
    - v) accepting a grade or other credit for team work to which I have not made an appropriate contribution



- i. How did you find problem?
- ii. Details of relevant theory
- iii. Review of past/reported work
- iv. Current limitations and weaknesses

**b. Purpose of the Project**

- i. Focuses on the **reason and motivation** for doing the project.
- ii. Describes **what you want to achieve**, not how.
- iii. Explains the **expected value or benefit** to stakeholders.

**c. Scope of the Project**

- i. Explains **what the project will deliver** (features, modules, functions).
- ii. Sets **limitations** so stakeholders know what to expect.

## 2. Product and its Features / Functionalities

**a. Your project has ability to do this....**

- i. <List all of the Functionalities>

**b. Dataset Source (If Research and Development (R&D) Project)**

- i. Public Dataset: Mention the platform or repository**
- ii. Industry / Organization Provided: Include the company name or organization**
- iii. Self-Collected Data: Describe how you gathered the data (e.g., surveys, experiments, IoT sensors, web scraping).**

**c. Expected Outcome**

- i. A fully functional software application, system, or prototype.
- ii. Documentation such as a user manual, technical guide, or research paper.
- iii. A trained model, dataset, or tool developed through the project.

## 3. Methodology

**a. Software Development:**

Project will be developed using <software development method: Agile, XP, Pair Programming, SCRUM>

**b. Code Pattern:**

OOP, Module Based Programming, Structured Programming etc.

## 4. Hardware & Software Requirements

**a. Hardware**

- i. Smart Card Reader
- ii. CMOS ICs
- iii. Thumb scanner etc.

**b. Software**

- i. Adobe Creative Suit
- ii. Eclipse 10.0.2
- iii. Xcode 6.2.5

iv. Firefox

## **5. Industrial Application (If related to Industry)**

- i. Clearly state what final products or solutions will be handed over to the industry.
- ii. Explain how your project will address the company's specific problem or improve their processes.
- iii. Highlight the value addition to the organization:

## **6. References**

## Form 3: FYP Log Book

**Project**                      Project - II

**Semester**                    Spring - 2026

**Project Title**                \_\_\_\_\_

**Supervisor Name**            \_\_\_\_\_

**Group Members**            1. \_\_\_\_\_

**(Name & ID)**                    2. \_\_\_\_\_

    3. \_\_\_\_\_

    4. \_\_\_\_\_

S.No.	Meeting Date	Attendance	Status of Last Meeting	New Task Assigned	Signature
1		1.			
		2.			
		3.			
		4.			
2		1.			
		2.			
		3.			
		4.			
3		1.			
		2.			
		3.			
		4.			
4		1.			
		2.			
		3.			
		4.			
5		1.			
		2.			
		3.			
		4.			
6		1.			
		2.			
		3.			
		4.			
7		1.			
		2.			
		3.			
		4.			
8		1.			
		2.			
		3.			
		4.			
9		1.			
		2.			
		3.			
		4.			

S.No.	Meeting Date	Attendance	Status of Last Meeting	New Task Assigned	Signature
10		1.			
		2.			
		3.			
		4.			
11		1.			
		2.			
		3.			
		4.			
12		1.			
		2.			
		3.			
		4.			
13		1.			
		2.			
		3.			
		4.			
14		1.			
		2.			
		3.			
		4.			
15		1.			
		2.			
		3.			
		4.			
16		1.			
		2.			
		3.			
		4.			

## Form 4: Change of Scope Form



INSTITUTE OF BUSINESS MANAGEMENT (IoBM), Karachi

### Request to Change of Scope

Group Number: \_\_\_\_\_

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

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

#### Group Members:

S. No.	Roll Number	Name	Signature
1			
2			
3			
4			

Reason to change:

Evidence Attached:

Yes

No

Proposed/Alternate Scope:

Supervisor Comments:


Signature: \_\_\_\_\_

FYDPC Comments:


Signature: \_\_\_\_\_

Approved

Disapproved

HOD: \_\_\_\_\_

## Form 5: Change of Supervisor Form



**INSTITUTE OF BUSINESS MANAGEMENT (IoBM), Karachi**

### Request to Change of Supervisor

Group Number: \_\_\_\_\_

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

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

*Group Members:*

S. No.	Roll Number	Name	Signature
1			
2			
3			
4			

**Reason to change:**

**Proposed Supervisor Name:**

**Proposed Supervisor Consent:**     Positive     Negative

Proposed Supervisor already supervising FYDP in current year     Yes  No

**Proposed Supervisor Signature:** \_\_\_\_\_

**FYDPC Suggestions:**

**Signature:** \_\_\_\_\_

Approved

Disapproved

**HOD:** \_\_\_\_\_

## Form 6: Plagiarism Statement

We, the undersigned students, confirm that the work submitted in this project report is entirely our own and has not been copied from any other source. Any material that has been used from other sources has been properly cited and acknowledged in the report.

We are fully aware that any copying or improper citation of references/sources used in this report will be considered plagiarism, which is a clear violation of the Code of Ethics of IoBM.

In addition, we have read and understood the legal consequences of committing any violation of the IoBM Code of Ethics.

THIS STATEMENT MUST BE INCLUDED IN YOUR REPORT AS THE FIRST PAGE.

S. No.	Student Name	Student ID	Signature	Date
1				
2				
3				
4				

## FYP Rubrics

### Rubrics 1: Mid-Term Assessment of FYDP-1

#### INSTITUTE OF BUSINESS MANAGEMENT (IoBM), KARACHI

#### **RUBRICS FOR FYP-I MIDTERM EVALUATION FORM**

Criteria	Excellent (>=90%)	Good (70-89%)	Fair (50-69%)	Poor (<50%)
<b>C1</b> <b>Understanding the Project Idea</b> <i>GA-1 (out of 5)</i>	Project Idea is stated clearly and provides full justification of its potential impact.	Project Idea is stated clearly and provides insufficient justification of its potential impact	Project Idea is stated and provides justification of its potential impact	Project Idea is not stated clearly and lacks justification of its potential impact
<b>C2</b> <b>Literature Review + Gaps</b> <i>GA-2 (out of 5)</i>	Literature Review is Comprehensive to the relevant literature and provides sufficient analysis of key findings. Clearly identifies gaps in the existing literature.	Literature Review is adequate to the relevant literature and provides insufficient analysis of key findings. Identifies gaps in the existing literature	Literature Review is limited to the relevant literature and provides analysis of key findings. Identifies some gaps in the existing literature.	Literature Review is minimal to the relevant literature and lacks in analysis of relevant literature. Fails to identify gaps in the existing literature.
<b>C3</b> <b>Problem Statement</b> <i>GA-03 (out of 2)</i>	Problem statement is stated and covered sufficient justification. New reader can clearly understand its value and context	Problem statement is stated and covered necessary justification with reference.	Problem statement is stated but lacks necessary justification.	Problem statement is vaguely stated without any justification
<b>C4</b> <b>Uniqueness and Innovation</b> <i>GA-2 (out of 5)</i>	Demonstrates exceptional originality and introduces the disruptive idea	Shows originality and introduces new ideas or concept	Presents original ideas but lack in significant innovation	Lacks originality and innovation
<b>C5</b> <b>Update on SRS</b> <i>GA-2 (out of 5)</i>	All functional and non-functional requirements are clearly defined, leaving no ambiguity or gaps.	Most of the required functionality and system constraints are specified, but there are some minor omissions or ambiguities.	Several key requirements are missing or vaguely defined, requiring additional clarification.	Many essential requirements are omitted or poorly defined, making it difficult to understand the system's scope and functionality.
<b>C6</b> <b>System Diagram</b> <i>GA-4 (out of 5)</i>	System Diagram is coherent and provides full justification of the specified requirements	System Diagram is coherent and provides insufficient justification of the specified requirements	System Diagram is coherent and provides justification of the specified requirements	System Diagram is not coherent and lacks in justification of the specified requirements
<b>C7</b> <b>Presentation / Level of preparedness</b> <i>GA-6 (out of 3)</i>	Present clearly with confidence while maintaining presentation flow. The student listens carefully and answers questions easily and directly.	Lacks in confidence while maintaining presentation flow. The student is able to answer questions about the project.	Lacks in confidence and presentation flow. The student attempts to answer questions about the project but clearly doesn't really understand	Lacks in confidence and presentation flow, and inefficient use of Visual aids. The student is unable to answer questions about the project.

## FYP-I Midterm Evaluation Form

<b>Project Title</b>	
<b>Supervisor</b>	
<b>Group Members (Name &amp; ID)</b>	1.
	2.
	3.
	4.

Criteria	Description of Criteria	GAs	STD MARKS (OUT OF 30)			
			STD 1	STD 2	STD 3	STD 4
C1	Understanding of the Project Idea (out of 5)	GA-1				
C2	Literature Review + Gaps (out of 5)	GA-2				
C3	Problem Statement (out of 2)	GA-3				
C4	Uniqueness + Innovation (out of 5)	GA-2				
C5	Update on SRS (out of 5)	GA-2				
C6	System Diagram (out of 5)	GA-4				
C7	Presentation / Level of Preparedness (out of 3)	GA-6				

### Comments / Suggestions to Improve

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Evaluator Name and Signature

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FYP Coordinator Signature

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HOD Signature and Stamp

## Rubrics 2: Final Assessment of FYDP-1

### INSTITUTE OF BUSINESS MANAGEMENT (IoBM), KARACHI

#### RUBRICS FOR FYP-1 FINAL ASSESSMENTS

Criteria	Excellent ( $\geq 90\%$ )	Good (70-89%)	Fair (50-69%)	Poor ( $< 50\%$ )
<b>C1 Methodology GA-04 (out of 10)</b>	The methods, approaches, tools, techniques, algorithms, or other aspects of the solution are well-described with sufficient details and supporting diagrams.	The methods, approaches, tools, techniques, algorithms, or other aspects of the solution are well-described. However further explanation is required.	The methods, approaches, tools, techniques, algorithms, or other aspects of the solution are described but not in a convincing manner.	Some aspects of the solution are described briefly but much of the description is left out.
<b>C2 System Design GA-04 (out of 10)</b>	System Design is coherent and provides full justification of the specified requirements	System Design is coherent and provides insufficient justification of the specified requirements	System Design is coherent and provides justification of the specified requirements	System Design is not coherent and lacks in justification of the specified requirements
<b>C3 Presentation and Viva GA-07 (out of 5)</b>	Present clearly with confidence while maintaining presentation flow. The student listens carefully and answers questions easily and directly.	Lacks in confidence while maintaining presentation flow. The student is able to answer questions about the project.	Lacks in confidence and presentation flow. The student attempts to answer questions about the project but clearly doesn't really understand	Lacks in confidence and presentation flow, and inefficient use of Visual aids. The student is unable to answer questions about the project.
<b>C4 SRS Submission GA-07 (out of 10)</b>	All functional and non-functional requirements are clearly defined, leaving no ambiguity or gaps.	Most of the required functionality and system constraints are specified, but there are some minor omissions or ambiguities.	Several key requirements are missing or vaguely defined, requiring additional clarification.	Many essential requirements are omitted or poorly defined, making it difficult to understand the system's scope and functionality.
<b>C5 Report Submission GA-07 (out of 15)</b>	The report is well-structured, comprehensive, and professionally formatted, covering all necessary sections with in-depth analysis.	The report is structured and covers most sections adequately, but some details are missing or need improvement.	The report is incomplete, with several missing sections or lacking depth in discussion and analysis.	The report is poorly structured, missing critical sections, and lacks clarity, making it difficult to follow.

### FYP-I Final Evaluation Form

<b>Project Title</b>	
<b>Supervisor</b>	
<b>Group Members (Name &amp; ID)</b>	1.
	2.
	3.
	4.

Criteria	Description of Criteria	GAs	STD MARKS (OUT OF 50)			
			STD 1	STD 2	STD 3	STD 4
C1	Methodology (out of 10)	GA-4				
C2	System Design (out of 10)	GA-4				
C3	Presentation (out of 5)	GA-7				
C4	SRS Submission (out of 10)	GA-7				
C5	Report Submission (out of 15)	GA-7				
<b>Total Marks</b>						

**Comments / Suggestions to Improve**

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Evaluators Name and Signature

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FYP Coordinator Signature

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HOD Signature and Stamp

## Rubrics 3: Supervisor Assessment of FYDP-1

### INSTITUTE OF BUSINESS MANAGEMENT (IoBM), KARACHI

#### **RUBRICS FOR FYP-I SUPERVISOR EVALUATION FORM**

<b>Criteria</b>	<b>Excellent (≥90%)</b>	<b>Good (70-89%)</b>	<b>Fair (50-69%)</b>	<b>Poor (&lt;50%)</b>
<b>C1 Project Knowledge (GA-2) (out of 5)</b>	Demonstrates a deep understanding of project concepts, objectives, and technical aspects with confident and accurate explanations.	Demonstrates a good understanding of project concepts but lacks some depth or clarity in explanations.	Shows a basic understanding but struggles to explain certain aspects or lacks confidence.	Demonstrates minimal knowledge and is unable to clearly explain key concepts.
<b>C2 Group Coordination (GA-6) (out of 5)</b>	Actively collaborates with team members, contributes ideas, and ensures smooth team coordination with effective communication.	Collaborates well with the team but has occasional lapses in coordination or communication.	Shows inconsistent teamwork; limited contributions to discussions and coordination efforts.	Poor coordination with the team, lack of communication, and minimal involvement in group activities.
<b>C3 Individual Contribution (GA-6) (out of 5)</b>	Takes initiative, consistently completes assigned tasks on time, and provides high-quality contributions to the project.	Completes assigned tasks well but may require occasional prompting or improvements in quality.	Contributes to the project but inconsistently meets deadlines or provides lower-quality work.	Rarely contributes, frequently misses deadlines, and provides minimal or no meaningful work.
<b>C4 Progress Reports &amp; Milestones (GA-7) (out of 5)</b>	Submits well-structured, detailed, and timely progress reports; milestones are clearly achieved with strong documentation.	Submits good reports with most required details; milestones are mostly achieved but need minor improvements.	Reports are incomplete or lack details; milestones are met with some inconsistencies.	Reports are missing, poorly written, or lack substance; milestones are largely unmet or unclear.

### FYP-I Supervisor Evaluation Form

<b>Project Title</b>	
<b>Supervisor</b>	
<b>Group Members (Name &amp; ID)</b>	1.
	2.
	3.
	4.

Criteria	Description of Criteria	GAs	STD MARKS (out of 20)			
			STD 1	STD 2	STD 3	STD 4
C1	Project Knowledge (out of 5)	GA-2	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>
C2	Group Coordination (out of 5)	GA-6	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>
C3	Individual Contribution (out of 5)	GA-6	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>
C4	PROGRESS Reports & Milestones (out of 5)	GA-7	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>
<b>Total Marks</b>			<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>

**Comments / Suggestions to Improve**

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Evaluators Name and Signature

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FYP Coordinator Signature

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HOD Signature and Stamp

Rubrics 4: Mid-Term Assessment of FYDP-2  
**INSTITUTE OF BUSINESS MANAGEMENT (IoBM), KARACHI**

**RUBRICS FOR FYP-II MIDTERM EVALUATION FORM**

<b>Criteria</b>	<b>Excellent (&gt;=90%)</b>	<b>Good (70-89%)</b>	<b>Fair (50-69%)</b>	<b>Poor (&lt;50%)</b>
<b>C1 System Development Progress / Results GA-4 (out of 5)</b>	The project is in execution phase with complete achievement of the objectives approved till mid.	The project is in development phase with achievement of the objectives approved till mid.	The project is in design phase with moderate achievement of the objectives approved till mid.	The project is in initial phase and student fail to achieve the objectives approved till mid.
<b>C2 Use of Modern &amp; Appropriate Tool GA-5 (out of 2)</b>	Effectively utilizes modern and appropriate tools to enhance project development, demonstrating a deep understanding of their usage.	Uses modern tools appropriately but lacks full utilization or optimization for project development.	Uses some modern tools but with limited effectiveness and understanding.	Fails to use or apply modern tools appropriately, showing little to no understanding of their relevance.
<b>C3 Presentation and Viva GA-7 (out of 3)</b>	Present clearly with confidence while maintaining presentation flow. The student listens carefully and answers questions easily and directly.	Lacks in confidence while maintaining presentation flow. The student is able to answer questions about the project.	Lacks in confidence and presentation flow. The student attempts to answer questions about the project but clearly doesn't really understand	Lacks in confidence and presentation flow, and inefficient use of Visual aids. The student is unable to answer questions about the project.

### FYP-II Midterm Evaluation Form

<b>Project Title</b>	
<b>Supervisor</b>	
<b>Group Members (Name &amp; ID)</b>	1.
	2.
	3.
	4.

Criteria	Description of Criteria	GAs	STD MARKS (OUT OF 30)			
			STD 1	STD 2	STD 3	STD 4
C1	System Development Progress / Result (out of 5)	GA-4				
C2	Use of Modern & Approval Tools (out of 2)	GA-5				
C3	Presentation & Viva (out of 3)	GA-7				
<b>Total Marks</b>						

**Comments / Suggestions to Improve**

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Evaluators Name and Signature

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FYP Coordinator Signature

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HOD Signature and Stamp

## Rubrics 5: Final (Internal) Assessment of FYDP-2

### INSTITUTE OF BUSINESS MANAGEMENT (IoBM), KARACHI

#### **RUBRICS FOR FYP-II FINAL (INTERNAL EVALUATION FORM)**

Criteria	Excellent ( $\geq 90\%$ )	Good (70-89%)	Fair (50-69%)	Poor (<50%)
<b>C1: Significant Industry, Social, or Local Problem Addressed in Project (GA-8) (out of 5)</b>	The project addresses a highly relevant and impactful problem with clear industry, social, or local significance.	The project addresses a relevant problem with moderate impact but lacks depth in significance.	The project addresses a problem with limited impact and relevance, requiring further justification.	The project does not adequately address an industry, social, or local problem, with little to no relevance.
<b>C2: System Implementation (GA-4) (out of 5)</b>	The system is fully implemented, functional, and meets all specified requirements with high efficiency.	The system is mostly implemented with minor missing functionalities or inefficiencies.	The system is partially implemented with several missing components or inefficiencies.	The system is poorly implemented, largely incomplete, or non-functional.
<b>C3: End Product Quality (GA-9) (out of 5)</b>	The final product is well-developed, robust, and meets all quality standards with excellent performance.	The final product meets most quality standards but has some minor flaws.	The final product is functional but has noticeable quality issues affecting performance.	The final product is poorly developed with significant flaws or fails to meet basic quality standards.
<b>C4: Reflection and Continuous Improvement (GA-10) (out of 5)</b>	Demonstrates strong reflection on the project, identifying key lessons learned and continuous improvement strategies.	Shows good reflection but lacks depth in identifying improvements.	Provides limited reflection with only basic insights into improvements.	Little to no reflection on project learnings or improvement strategies.
<b>C5: Report Submission (GA-7) (out of 5)</b>	The report is well-structured, detailed, and professionally written, covering all necessary aspects comprehensively.	The report is well-structured but lacks depth in some areas.	The report is incomplete or lacks proper structuring and clarity.	The report is poorly written, missing critical sections, or lacks coherence.
<b>C6: Presentation + Viva (GA-7) (out of 5)</b>	Presents clearly with confidence, structured flow, and effectively answers all questions with in-depth understanding.	Presents well but lacks confidence or has minor issues in clarity and question responses.	Struggles with presentation flow and confidence, providing weak or unclear answers.	Poor presentation with lack of confidence, clarity, and inability to answer questions effectively.

### FYP-II Final Evaluation Form (Internal)

<b>Project Title</b>	
<b>Supervisor</b>	
<b>Group Members (Name &amp; ID)</b>	1.
	2.
	3.
	4.

Criteria	Description of Criteria	GAs	STD MARKS (OUT OF 30)			
			STD 1	STD 2	STD 3	STD 4
C1	Significant industry, social, or local problem addressed in project (out of 5)	GA-8				
C2	System Implementation (out of 5)	GA-4				
C3	End Product Quality (out of 5)	GA-9				
C4	Reflection and continuous improvement (out of 5)	GA-10				
C5	Report Submission (out of 5)	GA-7				
C6	Presentation + Viva (out of 5)	GA-7				
<b>Total Marks</b>						

**Comments / Suggestions to Improve**

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Evaluators Name and Signature

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FYP Coordinator Signature

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HOD Signature and Stamp

## Rubrics 6: Final (External) Assessment of FYDP-2

### INSTITUTE OF BUSINESS MANAGEMENT (IoBM), KARACHI

#### **RUBRICS FOR FYP-II FINAL (EXTERNAL EVALUATION FORM)**

Criteria	Excellent (≥90%)	Good (70-89%)	Fair (50-69%)	Poor (<50%)
<b>C1: Significant Industry, Social, or Local Problem Addressed in Project (GA-8) (out of 5)</b>	The project addresses a highly relevant and impactful problem with clear industry, social, or local significance.	The project addresses a relevant problem with moderate impact but lacks depth in significance.	The project addresses a problem with limited impact and relevance, requiring further justification.	The project does not adequately address an industry, social, or local problem, with little to no relevance.
<b>C2: System Implementation (GA-4) (out of 10)</b>	The system is fully implemented, functional, and meets all specified requirements with high efficiency.	The system is mostly implemented with minor missing functionalities or inefficiencies.	The system is partially implemented with several missing components or inefficiencies.	The system is poorly implemented, largely incomplete, or non-functional.
<b>C3: End Product Quality (GA-9) (out of 5)</b>	The final product is well-developed, robust, and meets all quality standards with excellent performance.	The final product meets most quality standards but has some minor flaws.	The final product is functional but has noticeable quality issues affecting performance.	The final product is poorly developed with significant flaws or fails to meet basic quality standards.
<b>C4: Reflection and Continuous Improvement (GA-10) (out of 5)</b>	Demonstrates strong reflection on the project, identifying key lessons learned and continuous improvement strategies.	Shows good reflection but lacks depth in identifying improvements.	Provides limited reflection with only basic insights into improvements.	Little to no reflection on project learnings or improvement strategies.
<b>C5: Report Submission (GA-7) (out of 10)</b>	The report is well-structured, detailed, and professionally written, covering all necessary aspects comprehensively.	The report is well-structured but lacks depth in some areas.	The report is incomplete or lacks proper structuring and clarity.	The report is poorly written, missing critical sections, or lacks coherence.
<b>C6: Presentation + Viva (GA-7) (out of 5)</b>	Presents clearly with confidence, structured flow, and effectively answers all questions with in-depth understanding.	Presents well but lacks confidence or has minor issues in clarity and question responses.	Struggles with presentation flow and confidence, providing weak or unclear answers.	Poor presentation with lack of confidence, clarity, and inability to answer questions effectively.

### FYP-II Final Evaluation Form (External)

<b>Project Title</b>	
<b>Supervisor</b>	
<b>Group Members (Name &amp; ID)</b>	1.
	2.
	3.
	4.

Criteria	Description of Criteria	GAs	STD MARKS (OUT OF 30)			
			STD 1	STD 2	STD 3	STD 4
C1	Significant industry, social, or local problem addressed in project (out of 5)	GA-8				
C2	System Implementation (out of 10)	GA-4				
C3	End Product Quality (out of 5)	GA-9				
C4	Reflection and continuous improvement (out of 5)	GA-10				
C5	Report Submission (out of 10)	GA-7				
C6	Presentation + Viva (out of 5)	GA-7				
<b>Total Marks</b>						

**Comments / Suggestions to Improve**

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Evaluators Name and Signature

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FYP Coordinator Signature

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HOD Signature and Stamp

## Rubrics 7: Supervisor Assessment of FYDP-2

### INSTITUTE OF BUSINESS MANAGEMENT (IoBM), KARACHI

#### RUBRICS FOR FYP-II SUPERVISOR EVALUATION FORM

Criteria	Excellent ( $\geq 90\%$ )	Good (70-89%)	Fair (50-69%)	Poor (<50%)
<b>C1: Modern tools and technologies usage</b> GA-5 (out of 5)	Demonstrates exceptional proficiency in using advanced tools and technologies relevant to the project; seamlessly integrates modern techniques.	Effectively utilizes modern tools and technologies with minor gaps in implementation.	Uses basic tools and technologies but struggles with integration or efficiency.	Limited or ineffective use of modern tools and technologies, significantly impacting project quality.
<b>C2: Identification of potential social impacts of the project</b> GA-8 (out of 5)	Provides a comprehensive analysis of the social implications of the project, including both positive and negative impacts, with well-supported recommendations.	Identifies key social impacts with moderate depth and provides reasonable recommendations.	Recognizes some social impacts but lacks depth or supporting evidence.	Fails to identify or discuss the social impacts of the project meaningfully.
<b>C3: Adheres to ethical standards throughout the project</b> GA-9 (out of 5)	Demonstrates exemplary adherence to ethical standards, including transparency, integrity, and responsibility in all project phases.	Maintains ethical standards with minor lapses; generally follows best practices.	Shows awareness of ethical standards but inconsistencies exist in application.	Ethical considerations are neglected or violated.
<b>C4: Application of Core principles in the field</b> GA-10 (out of 5)	Expertly applies fundamental principles of the field with strong reasoning and precision; demonstrates deep understanding.	Applies core principles correctly, with occasional minor errors or gaps in reasoning.	Shows basic understanding of core principles but struggles with application or consistency.	Fails to apply fundamental principles effectively, demonstrating weak understanding.

### FYP-II Supervisor Evaluation Form

<b>Project Title</b>	
<b>Supervisor</b>	
<b>Group Members (Name &amp; ID)</b>	1.
	2.
	3.
	4.

Criteria	Description of Criteria	GAs	STD MARKS (out of 20)			
			STD 1	STD 2	STD 3	STD 4
C1	Modern tools and technologies usage (out of 5)	GA-5				
C2	Identification of potential social impacts of the project (out of 5)	GA-8				
C3	Adheres to ethical standards throughout the project (out of 5)	GA-9				
C4	Application of Core principles in the field (out of 5)	GA-10				
<b>Total Marks</b>						

**Comments / Suggestions to Improve**

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Evaluators Name and Signature

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FYP Coordinator Signature

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HOD Signature and Stamp



