



Activity Plan for Final Year (Design) Project (FY(D)P)

Bachelors of <Engineering/Science> in <Programme Name>

F/SOP/FYDP 02/02/00

S.No.	Activity	Responsible Person	Target Date
PRE-FALL SEMESTER			
1	Orientation session conduction and management	FYDP Coordinator, Chairperson	Last two weeks of Spring Semester Third Year
2	FY(D)P titles collection from faculty members and industry	FYDP Coordinator	Two weeks before the start of Fall Semester
3	FY(D)P titles list preparation and display	FYDP Coordinator	One week before the start of Fall Semester
SEMESTER 1 (7th / FALL SEMESTER)			
1	FYDP proposal forms collection	FYDP Coordinator	One week after the start of Fall Semester
2	Approval of FYDP proposals	FYDP Steering Committee	Two weeks after the start of Fall Semester
3	FYDP list display to all concerned	FYDP Coordinator	Third week of Fall Semester
4	Tracking and reporting progress of FYDP groups	Supervisor/Co-Supervisor	Throughout the Semester
5	Collection of progress report	FYDP Coordinator	Last week of the Semester
6	Preparation of schedule for the Semester 1 evaluation	FYDP Coordinator	Last week of the Semester
7	Conduction of Semester 1 evaluation	Supervisor/Co-Supervisor, Examiner	After the End of Semester Examinations
8	Collection and consolidation of Semester 1 evaluations	FYDP Coordinator	End of Semester Evaluation
SEMESTER 2 (8th / SPRING SEMESTER)			
1	Tracking and reporting progress of FYDP groups	Supervisor/Co-Supervisor, FYDP Coordinator	Throughout the Semester
2	Collection and review of FYDP draft report	Supervisor/Co-Supervisor	Second last week of the Semester
3	Preparation of schedule for the Semester 2 evaluation	FYDP Coordinator	Last week of the Semester
4	Collection of draft report and forwarding to Examiners	FYDP Coordinator	Last week of the Semester
5	Conduction of Semester 2 evaluation	Supervisor/Co-Supervisor, Examiner, Chairperson	After the End of Semester Examinations
6	Final submission of FYDP report	Students, Supervisor/Co-Supervisor	One week after the Final Evaluation
7	Collection and consolidation of Semester 2 evaluation	FYDP Coordinator, Chairperson	End of Final Evaluation
8	FYDP marks entry on Examination Portal	Chairperson	Last day of submission of results

FYDP Coordinator

Chairperson