



IARE

**INSTITUTE OF
AERONAUTICAL ENGINEERING**

**STANDARD OPERATING PROCEDURE
FOR
ALLOCATION OF PROJECT GUIDES**

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Objective:

To elaborate the procedure for guiding and conducting the final year student projects

Responsibility:

- All the project guides.
- Project work Coordinators.
- Final year B.Tech students
- Heads of the respective Departments

Procedure:

Project work is an important component and provides the students with the opportunity to design undertake or conduct an independent research or study related to their degree course.

Upon completion of Final year project, student should be able to Identify and describe the problem and scope of project clearly, collect, analyze and present data into meaningful information using relevant tools, select, plan and execute a proper methodology in problem solving, work independently and ethically, present the results in written and oral format effectively and identify basic entrepreneurship skills in project management.

As part of curriculum, a student is normally required to undertake a project work or full semester internship (FSI) leading to research-oriented project work. in their final year of study.

The project work activity is spread over in VII semester and in VIII semesters. A student shall carry out the project work under the supervision of a faculty member or in collaboration with an Industry, R&D organization or another academic institution/University where sufficient facilities exist to carry out the project work. Project work (phase-I) starts in VII semester as it takes a vital role in campus hiring process.

Full Semester Internship (FSI) leading to research-oriented project work shall be opted in VII semester or in VIII semester. During the FSI, student has to spend one full semester in an identified industry / firm / R&D organization or another academic institution/University where sufficient facilities exist to carry out the project work.

Types of Projects

Projects may be either one or a combination of the following categories of projects Experimental Research, Case study, Industrial applications, Analytical and Simulation.

Identification and allotment of projects and supervisors

1. The Dean of PMCS will communicate through a circular for the faculty requesting them to upload in Samvidha Portal the list of possible projects. Each faculty interested to act as project work supervisors have to upload:
 - Two research project work titles, abstracts and related publications.
 - Two industry related / innovation related project works.
2. Professors and Associate Professors can now supervise / guide upto 4 projects and Assistant Professors upto 2 projects. Although there May be an upper limit to the number of students allotted to each faculty, they are encouraged to list as many projects as they wish to take up during the academic period. The deadline for this will be 11:59PM on 15 April each academic year.
3. The students interested in opting FSI in their VII / VIII semester should inform head of the department by 15 April . They have to submit the form for opting FSI (which can be downloaded from college website - Downloads and Forms) to the Dean of PMCS duly forwarded by the head of the department by 18 April . By 5 PM.

4. Head of the department will announce the team leaders by 15 April each academic year to the rest of students, eliminating the students opted FSI.
5. The Dean of PMCS will announce the list of projects on 20 April . Students are encouraged to meet (in person or online) faculty members who have announced projects in their stream. Faculty will be requested to conduct online sessions for briefing students on the projects they have offered. The links to these sessions will be shared by Telegram messenger / email or will be put up on the department notice board.
6. A team size for the project work should not be more than three.
7. The team leaders have a provision to select one member of their choice and the another member will be allotted by the head of the department who have opted the projects preferred list given by faculty. This gives an equal opportunity in selecting the choice of projects and specialization. Student will be allotted projects and supervisors / guides based on the preference lists given by the students (see the project allocation algorithm). Although maximum efforts would be made to satisfy the interests of faculty and students, the best possible match between students and projects May not be guaranteed for the third student allotted by the head of the department.
8. The final project work batches will be intimated by the head of the department on 25 April each year. Students should fill and submit the form for the allotted project (which can be downloaded from college website - Downloads and Forms) to the Dean of PMCS with the concurrence of supervisor / guide and forwarded by head of the department on 30 April by 5 PM.
9. FSI students will have supervisor from the place where they do FSI research project work and Co- supervisor from concerned department. Students opting FSI in VIII semester should attend the Review-1 announced by head of the department. They should elaborate their plans and progress in receiving official permission letter from organisation.
10. Students opted FSI and could not get permission letters from organisation, will have to carry VIII semester FSI individually at institute Research centres / Technology Innovation and Incubation Centre (TIIC) / Science and Technology Start-Up Park (STSP). Students opting FSI in VII semester should follow the evaluation schedule announcements.
11. A FSI student should publish / present the research findings of his/her Project work in the form of research paper to a national or international peer reviewed journal / international conference with due permission from the supervisor after getting plagiarism check.
12. Students opting Non-FSI project work, will not be considered for FSI project work in VIII semester.
13. If the faculty member does not send his/her list of preferred students, or the list is insufficient, then projects announced by him/her will become non-operational.
14. Interdisciplinary project works are encouraged, but requires co-Supervisor from the major branch / department of study.
15. The project team must report to their supervisor twice a week and show/update them with the progress of their work.
16. If a student wishes to change his supervisor or topic of the project, he can do so with the approval of the DRC. However, the DRC shall examine whether or not the change of topic / supervisor.
17. Leads to a major change of his initial plans of project proposal. If yes, his date of registration for the project work starts from the date of change of Supervisor or topic as the case may be.
18. The group must maintain a record of their meetings along with remarks of their discussion and signature of their supervisor.
19. The decision of the faculty meeting will be binding on all students and faculty participating in the procedure.