

Group formation

Group formation process should take place before the semester begins. Students should inquire about group size for the graduation projects prior to the semester they are required to register project-1. Groups are formed by the Graduation Project (GP) Coordinator based on project preferences submitted by students eligible for registering for project. Typically, a group can have a maximum of 5 students. It should be ensured that a group has a good mix of CGPA, i.e. a single group cannot have all/mostly high CGPA students or all/mostly low CGPA students. Once a group formulate is formulated, it should designate a Group leader, who is responsible for contacting the Graduation Project (GP) Coordinator and filling all necessary forms. Students can make their own project proposals, subject to approval of their proposed supervisor, GP coordinator and adherence to the above CGPA rules.

Student distribution procedure

The general strategy for project assignment to each student is to assign the project based on CGPA. Students first submit their projects preference list and all details including cumulative GPA, by the end of week 2. Project preference forms are sorted in decreasing order of CGPA. The student with highest GPA gets assigned his/her first choice in projects preference list, the next highest gets his/her first choice if it is different from first student's choice, otherwise he/she gets his/her second choice, and so on. The process is repeated until all students are assigned to a project, ensuring a good mix of CGPA in each group as mentioned in section 8.1.1 such that the average CGPA of all groups are similar. It is endeavored that each student gets a project as high a choice as possible from his/her preference. The result of the assignment process is announced by the beginning week 3, and all groups should immediately contact their supervisors and start working on the project.

- Students who wish to submit their own project idea should do so using the form in Appendix A1 below.
- Project description for projects proposed by supervisors should be submitted by completing the form in Appendix A2 below.

Appendix A1: Project Idea Proposal Form

Project Idea Proposal Form

Section 1: *(To be filled by the student)*

Date:

Project Title:

Design Project Domain:

Description of the Problem:

Design Content:

The Proposed Solution:

Project Scope:

Skills Required:

Team Members:

Section 2: *(To be filled by the GP Coordinator)*

Date Received:

Status:

- **Approved**
 - Assigned Supervisor: _____
- **Approved if the following comments are considered**
 - _____
- **Rejected, and reasons for rejection**
 - _____

GP Coordinator

(Signature/Date)

Appendix A2: Project Description Form

Project Description Form

Section 1: *(To be filled by the supervisor)*

Date:

Project Title:

Design Project Domain:

Description of the Problem:

Design Content:

The Proposed Solution:

Project Scope:

Skills Required:

Supervisor's Name:

Section 2: *(To be filled by the GP Coordinator)*

Date Received:

Status:

- **Approved**
 - Assigned Supervisor:_____
- **Approved if the following comments are considered**
 - _____
- **Rejected, and reasons for rejection**
 - _____

GP Coordinator

(Signature/Date)