

Final Year Project (FYP) Guidelines



BACHELOR OF SCIENCE (COMPUTER SCIENCE)

**Department of Computer Science (DCS)
Allama Iqbal Open University, Islamabad.
Year: 2025-2026**

Forward

This is the Final Year Project (FYP) handbook of the Department of Computer Science, ALLAMA IQBAL OPEN UNIVERSITY, ISLAMABAD.

This handbook contains guidelines for the execution of FYP from Proposal preparation to Final Evaluation.

It serves as an instructional manual for the expected contents, evaluations, deliverables, and outcomes of FYP with the Quality Focus.

Development Status

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Members	Signatures
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1.1. Introduction:

The student's degree program comes towards completion with a Final Year Project (FYP). The project's major goal is to prepare students to put their acquired knowledge into a practical demonstration. It enables them to spend a specified time working on a real-world problem and demonstrate their ability to solve a challenge. It gives students a good chance to show their professional expertise and put what they have learned in other courses. Additionally, they have the opportunity to develop their technical expertise, communication abilities through the integration of writing and presentations, and teamwork capabilities. It offers a comprehensive evaluation of how well the students are doing in terms of the training they received while enrolled at the university. FYP is different from other courses because it requires individual objective development, planning, management, and self-motivation. Therefore, it was necessary to develop a handbook of FYP guidelines.

1.2. Overview of Final Year Project (FYP)

The FYP is comprised of two semesters in which a group of students, typically between one to two students, selects a FYP and is supervised by a faculty member. The important information is as follows:

1. FYP consists of 06 credit hours.
2. It is divided into two Parts:
 - Part 01 shall be initiated in 07th Semester.
 - Part 01 and 02 shall be completed in 08th Semester.
3. Part 01 includes Student's Registration, Allocation of Supervisor, Project Proposal, Analysis Phase, and Design Phase.
4. Part 02 includes the evaluation of part 01 followed by Coding, Implementation, and Testing Phases. It will end with the conduction of Internal and External Viva.

1.3. FYP Life Cycle

1.3.3 Student's Registration:

1. Students shall be admitted in the Project course as per the admission cycle, with other courses of the semester.
2. Students shall fill in Form-A and submit to the Project Coordinator as mentioned in Calendar of Events for AUTUMN-2025.

1.3.4 Allocation of Supervisors and Group-ID's:

1. The Project Coordinator shall allocate Supervisor(s) and Group-ID's to Project Group(s) in consultation with the Program Coordinator and put up to Chairman for approval. The list of students along with proposed supervisors shall be generated (Form-A).
2. The allocation shall be made equally as per the performance of students in coursework (up to 06 semesters).
3. The Supervisors and Project Groups shall be informed, and Form A shall be circulated for information.
4. The Project Groups shall report to the concerned Supervisor within the specified time period as mentioned in the Calendar of Events.
5. Each student or group must propose a tentative title for their Final Year Project.
6. The title should be concise, relevant, and reflect the core objective of the project.
7. Titles should avoid ambiguity and must align with the domain of study within the BS Program.

8. Supervisors must guide students in refining and finalizing the project title.
9. The Supervisor shall finalize the Project Title and fill-in the Form-A.
10. The Co-supervisor shall be assigned where required and will be added in Form-A.
11. The Form-A shall be forwarded to Project Coordinator and a copy will be retained by the supervisor for reference and record.
12. The records shall also be maintained in the Master File by the Dealing Official.
13. Any FYP referred back to the supervisor shall be updated, and the list shall be put up again for approval within the cutoff date as mentioned in the Calendar of Events.

1.3.5 FYP Proposal:

1. After finalising the project title, students must prepare a comprehensive project proposal and an accompanying presentation for topic approval.
2. The proposal must include:
 - Introduction and background of the project
 - Problem statement
 - Objectives of the project
 - Related Work
 - Proposed methodology with novelty aspect
 - Expected outcomes and significance
 - Tentative timeline
 - References (via endnote)
3. Proposals must be submitted within the prescribed deadline announced by the department.
4. Each group shall prepare the proposal as per the template (Form-B). The proposal must not exceed 10 pages.

5. The Proposal shall be evaluated by a Panel, formulated by the Project Coordinator and approved by the Chairman, (Form-C).
6. There would be a formal Presentation of the proposal that would be evaluated by the panel (Form-D).
7. The concerned supervisor shall arrange the evaluations as per the Calendar of Events.
8. The evaluation panel would have the authority to approve as it is, approve with minor changes, approve with major changes or not approve the proposal (Form-D).
9. In case, the proposal is not approved (disapproved), the students are required to resubmit a new proposal as mentioned in the Calendar of Events.
10. In case the proposal is deferred twice, then students shall be dealt on case-to-case basis.
11. If the proposal is not submitted and evaluations are not completed in the time specified (or cutoff date). The individual/any member (in a group) or

a whole group have to re-register FYP for the next year when the FYP will be offered.

12. After the acceptance of the proposal, the list of students along with the project titles shall be generated.
13. The approved proposal report must be submitted to the Project Coordinator duly signed by the concerned Supervisor for reference and record.
14. In case of any issue, the recommendation of Project Coordinator or Chairman shall be final and binding.

1.3.6 FYP Progress:

1. The supervisor shall maintain monthly progress report (Form-E).
2. A Student not showing his/her FYP progress, his/her absence shall be marked by the supervisor using above mentioned (Form-E). A reminder email shall be sent to the student by the supervisor with a copy to the Project Coordinator/Master File.
3. Student not showing his/her FYP progress shall be marked absent (fail) in the respective evaluation stage, and he/she will be required to re-register the FYP next year.
4. Student should inform to the project coordinator about the continuous non-availability of the supervisor and vice versa.
5. If the FYP is not completed in the time specified. The individual and each member (in case of group) have to re-register their FYP for the next semester.

1.3.7 FYP Evaluations:

The students shall give presentations on the following (after proposal defense) for FYP evaluations:

- a. Analysis
- b. Design
- c. Code & Implementation
- d. Testing
- e. Internal Viva
- f. External Viva

Note:

1. The concerned supervisor shall arrange the evaluations (serial # a to e) as per the Calendar of Events. The Dealing Official and Lab Assistant shall assist the supervisors.
2. All the presentations shall be held within 08th Semester and evaluations shall be made.
3. The date-sheet of final evaluation shall be prepared with the date-sheet of other subject's examination.
4. The Internal Examiner shall attend the presentations up to Internal viva and award the marks at respective stage along with the supervisor.
5. External Examiners will be mostly appointed from reputed industries/academic institutions. The information about External Examiner shall be conveyed with in due course of time.
6. External examiners will be called for evaluation from the approved list of examiners of the Department of Computer Science, AIOU.

7. The final report along with the undertaking shall be submitted by the students after endorsement by the supervisor.
8. The amendments in the FYP recommended by the evaluators during the viva must be incorporated by the concerned group of students.
9. Supervisor must ensure that all recommended changes are incorporated in the project report and application, before the final submission.
10. Evaluation result by the examiners is considered final and hence cannot be challenged.
11. The marks shall be entered into the Aaghi LMS. The Lab Assistant shall provide technical support.

1.3.8 Calendar of Events For FYP – I:

AUTUMN-2025
(Activities in 07th Semester)

25th September, 2025

Phase	Week (Date)	Duration	Deadline	Form	Responsibility
Student Registration	Week 01 (Oct. 01-04, 2025)	04 Days	Oct. 06, 2025	Form-A	Student
Allocation of Supervisors and Group-ID	Week 02 (Oct. 06-10, 2025)	05 Days	-	Form-A	Project Coordinator
Reporting Time (to concerned Supervisor) + Discussion + FYP Title Suggestion + Approval of Suggested Title	Week 03-04 (Oct. 13-24, 2025)	09 Days	Oct. 27, 2025	Form-A	Supervisor
Project Proposal	Week 05-07 (Oct. 27-Nov. 14, 2025)	15 Days	Week 09 (Nov. 17-25, 2025)	Form-B	Supervisor + Students
Week 08 (Mid-Term Examinations) (Nov. 10-14, 2025)					
Proposal Evaluation	Week 10 (Nov. 24-28, 2025)	01 Week	-	Form-C Form-D	Supervisor
Re-submission of New Proposal & Evaluation (if required)	Week 11-12 (Dec. 01-12, 2025)	02 Weeks	-	All the above-mentioned Forms C to D	Student + Supervisor
Analysis & Design (Progress)	Week 11-16 (Dec. 01, 2025-Jan. 09, 2026)	06 Weeks	-	Form-E	Supervisor
Final Examination (Jan. 12-26, 2026)					

Note:

1. In case of unusual breaks (emergency situations/preoccupation of faculty/schedule conflict), the dates shall be adjusted, accordingly.
2. Online interactions will be scheduled to guide the students.

1.4. Responsibility of Project Supervisor:

Following rules should be taken into consideration during project supervision.

1. Each group will work under the supervision of a designated supervisor.
2. The Supervisors shall spare time for weekly meetings and inform the students. The Supervisor shall announce meeting schedules for information of students and display it on Office-Door.
3. The supervisor shall maintain the records of the student's progress for the batch in progress. The final report (at the end) and result proformas (after completion) shall be submitted to the Project Coordinator/ Dealing Official. The results shall be entered in Agahi LMS accordingly.
4. It would be the responsibility of the supervisor to arrange the presentations of continuous assessments and internal viva with mutual coordination of Internal Evaluators. The Lab Staff and Dealing Official shall assist the supervisors.
5. Supervisor is responsible for ensuring that all the observations of the evaluation panel are fully accommodated w.e.f. proposal submission till final presentation.
6. Once a group is formulated, no change is allowed. Once a supervisor is allocated, no change is allowed.
7. In case of any conflict, the decision of the Project Coordinator or Chairman shall be final and binding for all.

1.5. Responsibility of Students:

During the FYP, students are responsible for the following:

1. The students will agree with the assigned supervisor/topic.
2. They will attend regular meetings and incorporate the feedback/changes suggested by the supervisor.
3. The students shall prepare presentations and defend all phases to the evaluation panel.
4. The students shall also prepare the Pana-flex/Stand for FYP display.
5. The selected FYPs will be presented in the Open House.
6. In case, the project is granted from an outside agency, students will submit a permission certificate of the relevant department.
7. The company should be registered by SECP/PSEB (in case of private limited). The projects from government departments shall also be allowed as FYP.
8. Once a group is formulated, no change is allowed. Once a supervisor is allocated, no change is allowed.
9. The students shall submit the progress to the concerned supervisor as per schedule. All the required documents shall also be submitted during each phase of project life cycle.
10. After final the viva, the required changes shall be made by the students.

11. The students shall prepare the final report as per the prescribed format and submit to the department (both soft and hard), duly approved by the supervisor.
12. The softcopy shall be packaged on a CD/Flash in separate folders with the following components :
 - a. Doc./Latex version of Report
 - b. PDF version of Report
 - c. Source Code (Zip Format)
 - d. User Guide
 - e. Installation/Usage Instructions
 - f. Compiler/Interpreter (if available in portable form)
13. The Softcopy of the report shall also be emailed to the Project Coordinator.
14. The software application shall also be deployed through technical environments (services) hired by students/supervisors.
15. The method of deployment and the configuration metrics shall depend upon the nature of project and shall be decided by student/concerned supervisor.
3. In case of hardware-based projects there should be a sizeable component of software application. The supervisor may allow simulations (where applicable).

1.6. Responsibility of Project Coordinator and Program Coordinator:

1. The Project Coordinator shall execute all the activities as laid down in the project life cycle.
2. The Program Coordinator shall support the Project Coordinator for smooth execution of the activities.

1.7. Responsibility of Lab Assistant and Dealing Official:

During the FYP, Lab Assistant and Dealing Official are responsible for the following:

1. The Lab Assistant shall maintain FYP deliverables (software and hardware) at CS Department. ICT shall be requested for the provision of space at Data Centers.
2. Hardware related FYP shall be maintained at equipment stores at CS Department. A FYP stock register shall also be maintained by the concerned Lab Assistant.
3. The Dealing Official shall maintain the records of all groups, forms/proposals/reports (both soft and hard) at the record section of BS (CS). An excel worksheet shall also be prepared and maintained by the official.

1.8. Late Submissions:

It is the responsibility of each group to ensure the milestones and submit the deliverable as per the schedule (cutoff date). After the expiry dates, the FYP will not be accepted.

1.9. Plagiarism:

1. Each FYP must be the original piece of work. If students have taken ideas from the existing work, then they are required to cite the work in the reference.
2. At the end of each phase, students will be required to present their deliverables and submit the reports. The reports shall be checked through Turnitin by the concerned supervisors (where required)
3. If FYP is found plagiarized in proposal, analysis, design, code and implementation, strict action will be taken as per the university policy.

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1.10. Evaluation Forms:

Sr #	Title
1.	Form-A-Supervisor Approval
2.	Form-B-Project Proposal Template
3.	Form-C-Internal Evaluation Panel
4.	Form-D-Project Proposal Evaluation
5.	Form-E-Project Progress

1.10.1. Form-A-Supervisor Approval

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Department of Computer Science (DCS)

Form-A: Project Title Notification

Semester :

Sr. #	Group_ID	Student's Name	Project Title	Supervisor / Co-Supervisor (If required)
31.				
32.				
33.				

Project Abstract:

Comments: _____

Supervisor
(Name, Signature & Date)

(Project Coordinator)
(Name, Signature & Date)

Chairman (DCS)

CC:

- Master File.
- Concerned Project Groups.

1.10.2. Form-B Project Proposal Template

Form-B: Project Proposal Template

Final Year Project Title

Project Proposal



Submitted by

1st Student Name & Signature with Date
{Registration Number}

2nd Student Name & Signature with Date
{Registration Number}

3rd Student Name & Signature with Date
{Registration Number}

Supervisor

Supervisor Name & Signature with Date

Allama Iqbal Open University (Islamabad)
Department of Computer Science (DCS)

[[Date of Submission](#)]

Project Proposal Writing Guidelines:

Proposals are informative and persuasive writing because they attempt to educate the reader and to convince the reader of the importance of the project to be conducted.

The goal of the writer is to make the reader believe that the provided solution is practical and appropriate.

The effectiveness of your proposal will depend on your ability to explain the nature, context, and scope of your project.

All proposals should have all the following sections, it is recommended that you must follow the listed order, it ensures logical flow to your writing.

Therefore, your proposal should include the following sections:

1. Introduction and Background

Provide a brief overview of your project idea, including its context and motivation.

2. Objectives

Clearly and concisely state the main objectives of your project.

3. Problem Statement

Address the key questions related to your project objectives: *What*, *Why*, and *How*.

4. Related Work

Summarize existing research or projects relevant to your topic, highlighting how your work differs.

5. Proposed Methodology and Novelty Aspect

Describe your intended approach for developing the project and explain the innovative or unique elements it offers.

6. Tools and Technologies

List all hardware and software tools or technologies that will be used in your project.

7. Expected Outcomes and Significance

State the anticipated results of your project and their potential impact or importance.

8. Schedule of Activities and Gantt Chart

Provide a detailed timeline of project activities, aligned with the official academic calendar.

9. References

Include all relevant literature and web sources, properly numbered and cited within the text

1.10.3. Form-C-Internal Evaluation Panel

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Department of Computer Science (DCS)

Form-C: Internal Evaluation Panel

The following Panel of Experts is hereby nominated to evaluate the different stages of FYP (Proposal, Analysis, Design, Code & Implementation, Testing, and Internal Viva), in order to ensure the Quality of Projects:

Sr. #	Faculty Member	
	Supervisor/Internal Examiner	Supervisor/Internal Examiner
1.	Dr. Saleem Iqbal, Chairman, DCS.	
2.	Dr. Aftab Khan, Associate Professor, DCS.	
3.	Dr. Moiz-uddin Ahmed, Assistant Professor, DCS.	
4.	Dr. Muhammad Arshad, Assistant Professor, DCS.	
5.	Mr. Muhammad Qasim Khan, Assistant Professor, DCS.	
6.	Ms. Kashia Riaz, Lecturer, DCS.	
7.	Mr. Tahir Javed, Lecturer, DCS.	
8.	Mr. Basit Ismail, Lecturer, DCS.	

Submitted please.

(Project Coordinator)

(Name, Signature & Date)

Chairman (DCS)

CC:

- Master File.
- Project Supervisors

1.10.4. Form-D-Project Proposal Evaluation

ALLAMA IQBAL OPEN UNIVERSITY (AIU)
Department of Computer Science (DCS)

Form-D: Project Proposal Evaluation

GROUP_ID: _____

Project Title: _____

Semester: _____

Student's Information:

Sr. #	Student's Name	Registration #

Student's Name					
Evaluator		Evaluator 1	Evaluator 2	Evaluator 1	Evaluator 2
Proposal Defense	Max. Marks	Supervisor	Internal Examiner	Supervisor	Internal Examiner
Background Study	20				
Problem Understanding	20				
Objectives Identification	20				
Proposal Documentation	20				
Presentation Skills	20				
TOTAL	100				
Average Score					

(Print both sides of the page)

P. T. O.

Evaluator Name	Comments	Signatures

Evaluator Name	Comments	Signatures

Approved as it is (90% or above): ☐

Approved with Minor Changes (From 70% to 89%): ☐

Approved with Major Changes (From 50% to 69%): ☐

Not Approved (Less than 50%): ☐

Supervisor
(Name, Signature & Date)

Internal Examiner
(Name, Signature & Date)

CC:

- Master File.
- Project Coordinator.

1.10.5. Form-E-Project Progress



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Form-E : Project Progress

1. **GROUP_ID:** _____ **Project Title:** _____ **Semester:** _____

Sr. #	Student's Name	Registration #
1.		
2.		
3.		

Progress Legend:

1. Not started	2. Less than 25%	3. Up-to 50%	4. Up-to 75%	5. 100%
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2. **Progress Status (comments with dates):**

Phase-I	Phase-II	Phase-III	Phase-IV
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Analysis	Design	Coding & Implementation	Testing
Final Report: _____ _____			

Remarks of Supervisor (with Name & Signature): _____

CC: (1). Master File. (2). Project Coordinator.
(Print both sides of the page)

P. T. O.

3. Late Progress Status (Comments with dates):

Phase-I	Phase-II	Phase-III	Phase-IV
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Analysis	Design	Coding & Implementation	Testing

Remarks of Supervisor (with Name & Signature): _____

CC: (1). Master File. (2). Project Coordinator.

Note:

1. Part 01 includes Student's Registration, Allocation of Supervisor, Project Proposal, Analysis Phase, and Design Phase. Part 01 shall be initiated in 07th Semester.
2. Part 02 will start with the evaluation of Analysis & Design phases. Then students will perform coding and testing followed by their evaluations. Finally, the internal and external viva shall be arranged.
3. In case of late submissions, please follow the guidelines and relevant rules.