POLICY ON PROJECTS

INTRODUCTION

Loyola academy initiated the Project/Internship Program in the year 1978 in order to promote interest and aptitude for research among undergraduate students. The main objective of this program is to provide an opportunity to the students to familiarize themselves with research methodology and techniques by being associated for a short duration with their seniors on ongoing research program or by undertaking independent projects. This serves as an incentive for them to take up research as a career in the future. The Guide/ Institution must provide the student with all facilities (kits, reagents & other requirements) for carrying out research.

The important issues to be addressed while pursuing the projects are as follows:

1. Selection of a project

2. Planning, executing, and managing a project

3. Documenting a project

4. Assessment of a project

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Mini Project: Every laboratory course and value added course should be accomplished with the development of mini project. The mini project is mandatory to validate the skill set acquired by the students. Mini project allotment, planning, execution, documentation and assessment will be decided by the faculty coordinator of the lab or value added course based on the prior approval of the concerned HoD and the Principal. Mini project monitoring and evaluation process will follow applicable UG project guidelines and all the relevant documents should be maintained by the faculty coordinator for awarding marks. The students should be motivated to carry out the social relevant and application projects.

Allotment of a Project: The students should spend a lot of time working with their project, so it is essential to pick a project they choose. Because students choose a particular project which doesn't mean that they are qualified to do it. Project coordinator and supervisor should ensure that whether they are capable of doing that project in successful manner. Students are encouraged to choose more inter disciplinary and industrial projects.

Formation of Project: Groups In order to ensure the participation of each student, the project size shall preferably be 2 and not more than 4 students. Formation of project groups shall be done such that each group has representation of students with varying academic merit from best to average as well as mixed domain expertise. Any left out student should be randomly attached to any group.

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Guidelines in selecting an appropriate Project topic

A list of projects proposed by faculty will be distributed to students or acquire the industrial problems in week.

Discuss with supervisors (i.e. the member of staff who proposed the project or the person nominated by the project coordinator in the case of own proposal).

Submit a Project Approval Form to the project coordinator by the end of Week 2. Selections will be reviewed by the project coordination panel.

Assigning Faculty Guide Project Guides may be assigned to each project group either by the choice of student groups and by the concerned HoD.

Interaction with Project Guide Students should meet respective guide frequently during the course of the project, though this interaction depends on both. Students should maintain the necessary documents or files which contain all details (reference papers, literature survey, etc) related to the project during discussions with guide. This system will allow easy and quick access to the details and help to draft the project work. Students should submit report drafts as and when demanded by project guide. Students are instructed and encouraged to produce an error-free report with the support of guide.

Progress of Project Monitoring the Undergraduate students Project activity is being extended over two semesters. For better progress of project, Phase I/Phase II needs customary monitoring. The progress of the project includes following activities, which have to be carefully monitored by the project coordinator and supervisors that result in a successful project.

- ✓ Problem identification
- ✓ Problem modeling
- ✓ System analysis and specification
- ✓ System design
- ✓ Module implementation and system integration
- ✓ System test and evaluation
- ✓ Documentation
- ✓ Project management