



Department of Computer Science

School of Engineering & Technology
Islamic University of Science & Technology
Kashmir, J&K - 192122

Project Guide for Supervisors

Supervisor's Information/Guideline

Introduction

The Students of MCA and MSc.IT carry out a project in their final year (final semester). The nature of these projects depends on the student's degree course. For MCA degree course, it is expected that the student will undertake a substantial programming project (developmental in approach). For MSc.IT degree course, the student is expected to explore any research idea up to the level of literature review and analysis. These projects are supervised and assessed via written reports/dissertation and oral presentations.

The role of the supervisor is very crucial. Primarily, the role of the supervisor is indispensable in the following stages:

Stage 1: Inception of project

The first and the foremost part of the project work is to conceive the project idea/ identification of the problem. Department of Computer Science IUST gives the responsibility of proposing the idea/ identification of project problem to the supervisors (faculty) jointly with the interaction with students. The idea proposed by the faculty has to be based on the expertise/ experience/ interest of the faculty in a specific field. The faculty has to interact with project database (to be maintained by the department) and enter at least two projects each for MCA and MSc.IT before the commencement of the project work. This is important as the project suggestions that faculty makes will help to set the standard and keep the students' informed about the type of projects that they are expected to work on. A strong show of project ideas will ultimately encourage a better pool of projects. It always is immensely beneficial for students to have examples of project ideas to look at. The stage includes following:

- List the topics the faculty would be interested in supervising
- Accept/Decline students' requests for supervision

If the students seek advice from any faculty member on suitable projects, even if the faculty is not yet convened to supervise, the faculty has to be as encouraging and helpful as possible. It is in the interests of the faculty to do so in case they do end up being convened.

It is the responsibility of the supervisor to recommend students to read the students guidelines that gives them detailed information on how to conduct the project.



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Stage 2: Supervision Procedure

The success of projects largely depends on the interaction of students and supervisors. Students' involvement into the project work jointly with the supervisors contributes to the effectiveness of learning process. Supervisor's support is one of the most important factors that motivate students of all levels of study to participate in project work. The most demanding kinds of the supervisor's assistance for all students are consultations on the theoretical aspects of the project (discussion of project themes, goals, and objectives, as well as methodological foundations of study); discussion of methods and feasibility of using particular techniques; monitoring and evaluation of the work; constructive criticism from the supervisor; assistance in interpreting the results as well as planning the sequence of tasks and actions. Therefore, in interaction with students, the supervisor should systematically monitor the students and timely execution of tasks; orient the students to obtain necessary knowledge and skills. The students also need systematic feedback from the supervisor to confirm the correctness and the timely correction of work.

The supervisors must provide:

- Consultation and guidance on theoretical issues
- Consultation and guidance on methods and techniques
- Guidance in accordance with the project theme
- Orientation to obtain the necessary knowledge and skills
- Watch on timeline for project work stages/phases
- Evaluation of the project work according to the requirements
- Assistance in interpreting the results
- Assistance in communicating project work via presentations

Guidelines for Supervisor:

Length and Frequency of Supervision Sessions

Each group project is supervised by one supervisor (and/or one co-supervisor). Contact between student and supervisor is important, and regular meetings help to structure the process and to allow for routine monitoring. Such meetings may take the form of regular appointments, office hours, or student-initiated appointments, and may be individual or collective.

The length and frequency of the meeting varies among various supervisors and students. However, weekly meeting (twice recommended) of 30 minutes duration during term time is suggested to be appropriate amount for supervision to be effective, but it may be recognized that a variation on this may be appropriate depending on both parties. The faculty is recommended to keep the record of the meetings (through Interim report log) held with the students by way of marking the attendance of project meetings. It is recommended that 8-10 meeting should be conducted with students. The policy of 75% student's attendance is mandatory even in the final semester.



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The supervisor should not feel that it is his/her responsibility to 'nanny' the student along. If a student/s does not wish to access the faculty as a resource then the problem is with students rather than the supervisor. However, in keeping with the policy of monitoring attendance, if any of the students fail to respond to supervisor's emails and do not attend the meetings then the supervisor must report this immediately to the project coordinator formally through email with a copy to HOD and to the student(s).

Initially, as a supervisor, you should be advising your students on the project topic. The specific topics undertaken come from a variety of sources, including students' own suggestions. The major concern at this point is whether the project is appropriate and sufficiently ambitious in nature. The latter is a nebulous concept and requires your judgment. Encourage students to be as ambitious as possible as well as to formulate contingency plans in case of difficulties. The former of these is slightly easier to determine: final year projects are intended to showcase a range of skills which the students have acquired during their degree. Be aware of what degree course (MCA/MSc.IT) your students are following and make sure that their project suggestion relates to their own degree. If you are unsure about a particular project's suitability then please contact the project coordinator before, or soon after the project proposal is made. For instance, MCA students ought to be demonstrating programming ability and we would expect a final year project with a large programming component in them. On the other hand, for MSc.IT students the emphasis is on the ability to review and analyze the literature critically. Students should have considered ethical issues relating to their project by the time they submit their Project Report.

Most supervisees will want supervisors to comment on a draft, possibly of their draft documents, and certainly of their final report. The guideline here is that supervisors must read at least one complete draft of the final report (dissertation). For the draft documents, this is at supervisor's discretion, and the supervisor should negotiate with his/her students whether, and at what point, they should submit a draft. For the draft dissertation, students need to be told that they have to timely submit the draft dissertation by the end of 3 months of their project semester only then their supervisor is obliged to read it. This deadline may be extended at your own discretion. But in any case, make sure the student has at least a week to act on your comments before the submission date.

The dissertation format available in the department and sought by students indicates to them what information they should include in dissertation. Supervisors should refer to the dissertation format when commenting on draft dissertation to check that their reports contain everything that is being asked for.



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Marking procedure

Interim reports

Interim report maintained by the supervisor and the draft documents can be used to assess the students. The score here amounts to 15% of the total score.

Final reports/ Dissertation

All final-year project dissertations are blind double marked. The first examiner of a project is the project supervisor. The second examiner is the external expert. After the submission, the expert examiners during external presentation evaluation get official marking instructions for dissertation (external evaluation form). The external examiner has to evaluate the dissertation independent of the evaluation done by the supervisor. Subsequently, the project coordinator accumulates the marks assigned by the supervisors and the examiner. The final marks assigned to the student for dissertation must count up to 40% of the total project marks.

Project presentations

The supervisor and/ or co-supervisor must accompany his/her project group for internal presentation. However, it is the discretion of Supervisor and/ or Co-supervisors to accompany students in external presentation.