

BE (PETROLEUM) PROJECT MONITORING, MANAGEMENT AND ASSESSMENT POLICY

1.0 Introduction

The Petroleum Engineering Project (PE-410) is comprised of two semesters (7th & 8th Semester) and 06 credit hours, which is linked with eight PLOs (Program Learning Outcomes) as shown in Table 1 and assessment is done by defined rubrics.

Table 1: PE-410 is Linked with eight PLOs and their Assessment Criteria

No: of PLOs	Graduate Attributes	Assessment Method
PLO 1	Engineering Knowledge	1. 3 rd criteria of presentation. 2. 6 th criteria of progress report.
PLO 3	Design & Developments of Solutions	1. 1 st criteria of progress report. 2. 3 rd criteria of final report.
PLO 5	Modern Tool Usage	1. 2 nd criteria of progress report.
PLO 8	Ethics	1. 3 rd criteria of progress report. 2. 5 th and 6 th criteria of final report.
PLO 9	Individual & Teamwork	1. 2 nd criteria of presentation. 2. 5 th criteria of progress report.
PLO 10	Communication	1. 1 st criteria of presentation. 2. 1 st and 7 th criteria of final report
PLO 11	Project Management	1. 4 th criteria of progress report.
PLO 12	Life-Long Learning	1. 4 th criteria of presentation. 2. 7 th criteria of progress report. 3. 4 th criteria of final report.

The phases of Petroleum Engineering Project (PE-410) are divided into three sections.

1. Project allocation
2. Project management and monitoring
3. Project assessment

2.0 Project allocation

2.1 Project titles/topics and supervisors

The FYP topics/ titles will be placed on the noticed board. The project groups would be given ample time to discuss the topics with the supervisors for deciding upon their choice.

2.2 Allocation of titles/topics to project groups

The projects are generally undertaken on a topic agreed upon by a member of a faculty who shall act as internal supervisor for the project group. Each project is also supervised by external supervisor from industry and whole process is managed by FYP-Coordinator.

After deciding the topic/title of the project, the project group will have to submit duly filled in Final Year Project Allocation Form and Consent Form for the external supervisor to FYP-Coordinator within 2nd week of commencement of spring semester. Any change in the title of the project or group members will be allowed within four (4) weeks of the beginning of spring semester classes. The application form will be submitted through the document bearing the title “Application for Change of Project Title”. Project allocation will be finalized by the end of the second week from the commencement of the spring semester.

2.3 Project Orientation Presentation

A project orientation presentation will be given to final year students at the start of 7th semester by Final Year Project Coordinator.

Project orientation is focused on guiding students about the work that is expected from them in the final year project and salient features of the management, monitoring and assessment of their project.

3.0 Project management and monitoring

The monitoring of the project will be performed by a monitoring body, which shall comprise of the following:

- a) Every project group shall be monitored and guided by an “Internal Supervisor” who shall be a faculty member.
- b) In addition to an internal supervisor, a project group will also be guided by an “External Supervisor”. The external supervisor should be an expert in the relevant field. He/She will be appointed after approval by the chairman of the department.
- c) The “external Supervisor” shall be officially appointed to guide the student after He/She gives written Consent Form for External Supervisor to the FYP Coordinator.

3.1 Monitoring procedure

The monitoring of the Petroleum Engineering Project is the responsibility of the internal supervisor and external supervisor. The following procedure shall be followed.

- a. A periodic progress report form will have to be maintained by the internal or External Supervisor. The evaluation of the student performance is done by progress report rubrics. According to the following schedule as below;
 - 1) 8th week of 7th semester
 - 2) 15th week of 7th semester
 - 3) 4th week of 8th semester
 - 4) 11th week of 8th semester
- b. The periodic progress report will be cross examined by the FYP Coordinator and a copy will be retained for record and final evaluation.
- c. The project supervisor shall also maintain the attendance of their respective group through attendance form.

4.0 Project assessment

The total marks allocated to the final year project are 200. The division of 200 marks is shown in Table 2.

Table no: 2 ASSESSMENT CRITERIA FOR FINAL YEAR PROJECT

Criteria	Marks	Assessment Method
Sessional Assessment	80	Progress report rubrics
FYP Final Report	40	Report rubrics
Presentations & viva	80	Presentation rubrics

4.1 Sessional Assessment

The total eighty (80) marks of sessional assessment are distributed as follows in Table: 3.

Table no: 3 Assessment Criteria for Sessional Marks

S. #.	Criteria	Marks allocated	Assessment Method	Schedule
1	Student performance	20	Progress report rubrics	8 th week of 7 th Semester
2	Student performance	20	Progress report rubrics	15 th week of 7 th semester
3	Student performance	20	Progress report rubrics	4 th week of 8 th semester
4	Student performance	20	Progress report rubrics	11 th week of 8 th semester
Total Marks		80		

4.2 FYP Final Report Assessment

Total forty (40) marks have been allocated for the FYP Final report, which will be assessed through Final Report rubrics. The internal supervisor will be responsible for reviewing the project report format which is available in the “FYP Report Guidelines QMS Document for BE (Petroleum) Project” as provided in Appendix-II.

4.3 Presentations & viva Assessment

The total eighty (80) marks of presentations & viva are distributed as follows in Table 4.

Table 4: Presentation Assessment Criteria

S. #.	Criteria	Marks allocated	Assessment Method	Schedule
1	1 st Project Presentation	20	Presentation Rubrics	10 th week of 7 th Semester
2	2 nd Project Presentation	20	Presentation Rubrics	4 th week of 8 th Semester
3	3 rd Project Presentation	40	Presentation Rubrics	After the final exam of 8 th semester
Total Marks		80		

APPENDIX-I



NED University of Engineering and Technology
Department of Petroleum Engineering

F/SOP/ACA 01/02/00

Date: _____

Final Year Project Allocation Form

Batch: _____

Project Title: _____

Name (Internal Advisor): _____

Designation: _____

Name (External/Co Advisor): _____

Designation: _____

Sponsoring Industry/ Organization (if any): _____

Group Members:

No.	Name	Roll No	Contact No	Email:	Signature
1	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____
4	_____	_____	_____	_____	_____
5	_____	_____	_____	_____	_____

Signature

Signature

Internal Advisor

External/Co Advisor

For Office Use	
Group ID No: _____	Signature: _____
Date: _____	Project Coordinator: _____



NED University of Engineering and Technology
Department of Petroleum Engineering

Consent Form for External Supervisor

Name:

Address:

Tell: (Res): _____ Off: _____

Qualification (s) and experience in relevant field:

I hereby given my consent to supervise the final year project entitled
“

_____” for the following students of batch
_____. I shall abide by the rules as outlined in “BE (Petroleum) Project Monitoring and
Assessment”.

Batch: _____

Group Members

Name/Roll No.

1. _____

2. _____

3. _____

4. _____

5. _____

Signature: _____

Name: _____

Designation: _____

Date: _____



NED University of Engineering and Technology
Department of Petroleum Engineering

Date: _____

Application for Change of Project Title

BATCH: _____

CHANGEREQUESTED: Title Group

IF TITLE:

Previous Title: _____

Name of Supervisor: _____

New Title: _____

Consent of Supervisor: _____

IF GROUP:

Previous Title of Project: _____

Name of Supervisor: _____

Name of New Group Members /Roll No.

Their Consent with Signature

1. _____

2. _____

3. _____

4. _____

5. _____

Title of Project (New): _____

Name of New Supervisor: _____

Consent of New Supervisor: _____

For Office Use

Group ID No: _____

Signature: _____

Date: _____

Project Coordinator: _____



NED University of Engineering and Technology
Department of Petroleum Engineering

F/SOP/ACA 01/02/00

Attendance of Final Year Project Group

Group ID: _____
Title of _____
Project _____

Roll No.	Name	Meeting	1	2	3	4	5	6	7	8	9	10	11	12	13	14	Total no. of Meetings Attended	% of attendance
		Date																

Signature
Internal Advisor

Signature
External/Co-
Advisor

Signature
Project
Coordinator