



# Sir Syed University Of Engineering and Technology



## ELECTRICAL ENGINEERING DEPARTMENT

Quarterly Progress Report FYDP group

Group Number: \_\_\_\_\_ Project Title: \_\_\_\_\_

\_\_\_\_\_

Reporting Number: \_\_\_\_\_ Report Period: \_\_\_\_\_

Submission Date: \_\_\_\_\_ Date of last meeting with supervisor: \_\_\_\_\_

<i><b>FYDP Progress</b></i>		<b>Propo</b> (Ti from FYDP ap	
<b>Progress of FYDP</b> (During this Reporting Period) (Student Comments) (Use extra sheets if required)	(to be filled by students with consent of supervisor)	<b>Milestone</b>	
		Literature Review completion	
		Problem Analysis/ Solution	
<b>Tasks for Next Month</b> (Student Comments) (Use extra sheets if required)	(to be filled by students with consent of supervisor)	FYDP Sub-Task 1 (Please mention task)	
		FYDP Sub- Task 2 (Please mention task)	
<b>Total FYDP Progress %)</b>	(to be filled by students/supervisor with consent of supervisor)	FYDP Sub- Task 3 (Please mention task)	
		Final Hardware/ Software Model	
<b>Comment on problems faced and solution</b>	(to be filled by students)	FYDP Hardware/ Software Integration and troubleshooting	



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presented by Supervisor			
Supervisor's Comments about Student's Performance	(to be filled by supervisor)	FYDP Report Writing/ Evaluation (Separate date for both)	

Are you familiar with FYDP calendar? \_\_\_\_\_ (Yes/No); Funded Project: \_\_\_\_\_ (Yes/No)

Have you submitted the undertaking provided by FYDPC? \_\_\_\_\_ (Yes/No)

**Students Attending:** The meeting was held on \_\_\_\_\_ (location : \_\_\_\_\_), following members attended:

1. Name: \_\_\_\_\_ Roll# \_\_\_\_\_ Signature: \_\_\_\_\_
2. Name: \_\_\_\_\_ Roll# \_\_\_\_\_ Signature: \_\_\_\_\_
3. Name: \_\_\_\_\_ Roll# \_\_\_\_\_ Signature: \_\_\_\_\_
4. Name: \_\_\_\_\_ Roll# \_\_\_\_\_ Signature: \_\_\_\_\_
5. Name: \_\_\_\_\_ Roll# \_\_\_\_\_ Signature: \_\_\_\_\_

### **COUNTERSIGNED**

Dated: \_\_\_\_\_

\_\_\_\_\_  
(Name)  
Supervisor

Notes:

1. FYDP meetings of each FYDP group with the approved supervisor will be held at-least once every two weeks till completion of FYDP. First meeting will however be held immediately after approval FYDP proposal and allocation of supervisor, i.e. within 8 days of approval of FYDP and/or supervisor allocation.
2. Atleast 3 student members (and the supervisor) should be present during the meeting to fulfill the quorum requirement.
3. Any student absent from three successive meetings would be entitled to marks deduction (10 marks). An application with supervisor comments should be submitted, mentioning the reason for being absent.



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4. Every group should meet all the deadlines as mentioned in the FYDP calendar; in order to avoid marks deduction.
5. Any group not in contact with the supervisor for 2 months would be entitled to disciplinary action; including project cancellation.