

### Yearly Objectives 2021

To standardized the Final Year Project allocation, planning, assessment and evaluation according to the OBE requirements

Task	Responsibility (To be assigned by Chairperson)	Feb	Mar	Apr	May	Jun	July
1. Gathering benchmarks	FYP Coordinator						
2. Developing allocation processes	Chairperson and FYP Coordinator						
3. Developing SOP for FYP	FYP Coordinator						
4. Developing form for assessment	Chairperson and FYP Coordinator						
5. Conducting assessment	Examiners and FYP Coordinator						
6. Evaluating the process	Chairperson and FYP Coordinator						
7. Improving the SOP and forms	Chairperson and FYP Coordinator						
8. Submit the completion report to QEC	FYP Coordinator						