



Report Checklist (RCL) Form
(To be filled by the project supervisor)

Date		Academic year		Semester	
Project Title					
Name of supervisor					
Section Number		Report: Project 1 / Project 2			
Students' ID					

1. Daily/Weekly Task Report:

Whether Daily/Weekly task report is submitted along with final report to the coordinator?	Yes	No
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2. Project Report:

Criterion	Yes	No
Project report is prepared according to the specified template		
Objectives of the project are included in the report		
Methodology is discussed with functional block diagrams		
Mathematical equations/mathematical model related to project are given		
Project implementation is described with overall circuit diagram/ model		
Flowchart relevant to the coding is presented (if applicable)		
Results/outcomes of the project are discussed with clear figures or data		
References and their citation in the text are given in the correct format		
Plagiarism is verified for the final project report (if yes, percent)		

3. Presentation Content:

Criterion	Yes	No
Presentation slides emphasis the purpose and application of the project work		
All the slides are prepared from the project report to clearly show methodology, implementation, working of the project, etc.		
Results and conclusions are given clearly to understand the students' contribution.		
Whether slides have been prepared professionally with good visibility and better format like slide number, title of each slide etc.		

General information (if any)

	Name	Signature	Date
Supervisor			
Coordinator			