

Evaluation scheme

These instructions apply to BTech/MTech seminars, BTP stages I and II, DDP stages I and II, and MTP stage I and II. PhD seminars will be evaluated by a committee formed by the guide in consultation with the DPGC. DDP/MTP final stage will be evaluated as per Institute format.

Evaluation pattern:

- a) The report will be examined by the guide and a report examiner.
- b) The report examiner may be nominated by the guide. In the absence of a timely nomination, the coordinator will nominate a suitable examiner.
- c) The presentation will be evaluated by a panel of at least three but preferably four faculty. The panel may or may not include the guide or report examiner of the student being examined.
- d) The guide and report examiner will give a LETTER GRADE against each item on their respective evaluation forms as shown below.

Guide: (Form A)

- 1) Regularity: Weightage 15%
- 2) Quality of work: Weightage 15%
- 3) Quality of report: Weightage 10%

Guide's Total Weightage 40%

Report Examiner: (Form B)

- 1) Quality of work: Weightage 15%
- 2) Quality of report: Weightage 15%

Report examiner's Total Weightage 30%

- e) Forms A and B must be returned by all guides and report examiners, respectively, to either the coordinator or the chairperson for the respective session before the start of the presentations.
- f) Each panel member will indicate a letter grade for each student against each of the two items shown below on Form C.

Panel Member: (Form C)

- 1) Quality of work: Weightage 10%
- 2) Quality of presentation: Weightage 20%

Panel's total Weightage 30%

- g) The chairperson for each session will indicate a letter grade for each student on Form D, which is almost identical to Form C for panel members. In addition to giving letter grades for quality of work and presentation like panel members, the chairperson can indicate on Form D a penalty of upto one grade to the student for gross miscompliance with presentation instructions related to timing and formatting. Apart from this penalty, the chairperson's evaluation will be treated like that of any other panel member.

h) The grades awarded by the various panel members and chairperson against quality of work will be converted to grade points and averaged. Similarly, the grades awarded by the panel for quality of presentation will be averaged. These averages will be computed by the chairperson of each session and given to the coordinator.

i) The coordinator will convert the grades awarded by the guides and examiners against each item to grade points. The itemwise grade points awarded by the guides and examiners, and the itemwise average grade points awarded by the panel will then be averaged by the coordinator in a weighted sense by applying the weightages shown above, to arrive at a weighted grade point average (WGPA).

j) The WGPA will be converted to a final letter grade according to the following table.

9.5 \leq WGPA \leq 10.0 --- AA

8.5 \leq WGPA $<$ 9.5 --- AB

7.5 \leq WGPA $<$ 8.5 --- BB

6.5 \leq WGPA $<$ 7.5 --- BC

5.5 \leq WGPA $<$ 6.5 --- CC

4.5 \leq WGPA $<$ 5.5 --- CD

4.0 \leq WGPA $<$ 4.5 --- DD

WGPA $<$ 4.0 --- FR

k) SPECIAL CASES IN GRADING:

1) If the chairperson, in his/her evaluation Form D has indicated a one grade penalty for not complying with presentation instructions, then the coordinator should apply the penalty on the final calculated grade.

2) The coordinator will apply a late penalty of one grade for every week (or part thereof) of delay in submitting report (without medical reasons or prior approval). Serious delays should be referred to DUGC/DPGC.

3) If either the guide/examiner or any of the panel members recommends a FF/FR grade, then the coordinator will withhold the final grade and refer the matter to DUGC/DPGC as the case may be.

4) If there is a large grade discrepancy between any two of guide's evaluation, examiners evaluation and the overall panel evaluation, the coordinator should withhold the final grade and refer the matter to the DUGC/DPGC.

5) If there is a large natural break in the distribution of WGPA, the some deviation from the conversion table above may be permitted. For example, if a student gets WGPA 9.4, and the next highest WGPA is 8.8, then the student getting 9.4 may be given an AA. A similar comment applied to other grades.

6) In no circumstance should a WGPA of less than 9.3 be converted to an AA.