

## Guidelines of BTP Evaluation and Grading

1. For BTP there will be one mentor from the concerned discipline. In addition, there may be more mentors from other disciplines.
2. For smooth operation each discipline will have a BTP coordinator.
3. The student is required to submit a progress report to mentor(s) as per the BTP calendar. It is expected that the report is prepared in consultation with mentor(s). The report should contain a brief of the work done prior to current fortnight and details of the work in the last fortnight. The mid term and end term report should be detailed report based on the work done.
4. Students will be required to submit a copy of the mid semester BTP Report to each member of the evaluation committee and final project report as per the dates specified in BTP calendar.
5. The students will be required to submit a hard copy of the BTP report in proper format to the discipline office with softcopies to each of the member of evaluation committee for final evaluation.

### **Evaluations:**

6. There will be four evaluations during the entire BTP period, first interim, mid term, second interim and end term. The mentor(s) will award interims, mid-term and end term grades to the discipline office as per the format with numeric value as follows:
  - i. Excellent (A): 10
  - ii. Good (B): 8
  - iii. Average(C): 6
  - iv. Satisfactory (D): 4
  - v. Unsatisfactory (F): 2
7. For mid term and end term evaluation each discipline (head of the discipline) will make a committee of three members for individual student or set of students. BTP mentor will not be part of the evaluation committee.
8. The final grading will be awarded by the BTP coordinator of the discipline in consultation with Discipline Head using weightage average of the interims, mid-term and end-term grades.
9. The weightages of interims, mid-term and end-term will be as follows:

1.	First Interim by faculty mentor	15%
2.	Mid Term by faculty mentor	15%
3.	Mid Term by evaluation committee	10%
4.	Second Interim by faculty mentor	15%
5.	End Term by faculty mentor	25%
6.	End Term by evaluation committee	20%

10. The final grade will be sent to the academic office by the Discipline coordinator duly forwarded by the Discipline Head.
11. For any discrepancy/ review etc. on BTP grading, Discipline Head will be authorized to take a decision