

INDIAN INSTITUTE OF TECHNOLOGY BOMBAY
M Tech./ M. Phil./ Dual Degree (B.Tech. + M.Tech.) Programmes

**FIRST STAGE / INTERIM EVALUATION OF THE DISSERTATION OR
PROJECT ACTIVITY**

NAME OF THE STUDENT: _____

ROLL NUMBER: _____

TITLE OF THE DISSERTATION/REPORT: _____

DATE OF EXAMINATION : _____

GRADE¹: AA AB BB BC CC FR

(please circle clearly the grade awarded AND strike out the others)

EXPLANATIONS/ FURTHER REMARKS/ SUGGESTIONS², may be included on the reverse of this form.

NAMES AND SIGNATURES OF PANEL MEMBERS:

PANEL MEMBER	NAME, DEPARTMENT/ ORGANIZATION	SIGNATURE WITH DATE
Supervisor		
Co-Supervisor(s)		
Internal Examiner		

¹ The grades from AA to CC are Pass Grades. If the student is not awarded one of these, then the student is deemed to have failed in this examination and is given an FR. The student, having incorporated the suggestions and observations of the panel, can ask to be re-evaluated after ONE MONTH. The student can pass this re-evaluation with a CC grade. Should the student fail, re-registration for this Stage is required.

² The above report, in ORIGINAL, must be forwarded to the Academic Section. It is recommended that a copy of this evaluation report be made available to the student, for his/ her record and necessary action. It is also recommended that the supervisor(s) retain a copy until the student graduates.

INDIAN INSTITUTE OF TECHNOLOGY BOMBAY
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**FINAL STAGE EVALUATION OF
DISSERTATION OR PROJECT ACTIVITY**

PROCEDURE AND GUIDELINES:

1. For the Final Stage Evaluation of the Dissertation or Project Activity carried out in partial fulfillment of the requirements of the Degrees of Master of Technology (M. Tech.), Master of Philosophy (M. Phil.) and Dual Degree (B. Tech. + M. Tech.) of the Institute, the form titled *Final Stage Evaluation of Dissertation or Project Activity – Evaluation Panel Selection* providing the examination panel information, duly approved by the PGC must be completed and approved by the Convenor, PGC. This completed form must be included with the evaluation report.
2. The form titled *Final Stage Evaluation of Dissertation or Project Activity – Evaluation by the Supervisor(s)* is to be completed during the Final Stage Examination⁴. If the panel contains a supervisor and co-supervisor(s), this form may be completed either **individually** or **jointly** by the supervisors. Additional copies of this form may be made at the departmental offices.
3. The form titled *Final Stage Evaluation of Dissertation or Project Activity – Evaluation by the Examiners* is to be completed by the examiners **individually**⁴. **Two examiners** are to be included on the panel, with either one external examiner and one internal examiner, or two internal examiners. Two copies of the form are included, one for each examiner.
4. The Project Supervisor(s) and Examiners shall award grades based on their individual evaluation and return the completed forms to the Chairperson of the Final Stage Evaluation Panel. The Chairperson is requested to discuss the grades awarded with the panel members, and arrive by consensus on a **final grade** to be awarded to the student.³
5. A blank page has been provided for any **suggestions** from the panel to improve this evaluation process. Comments/ suggestions/ observations from the panel in this regard will always be appreciated, and efforts will be made to consolidate the suggestions and implement them.
6. The complete ORIGINAL evaluation report is to be forwarded to the Academic Section. It is recommended that a copy of the consolidated evaluation report be made available to the student, for his/ her record. It is also recommended that the supervisor(s) retain a copy of this report, until the student graduates.

³ Should the final grade awarded lie outside the closed range [Minimum Individual Grade Awarded, Maximum Individual Grade Awarded] an explanation may kindly be provided.

⁴ The detailed items of evaluation in Part A and Part B of the forms for the supervisor(s) and examiners, are meant to facilitate arriving at a conclusion on the individual grade to be awarded. There is **no** pre-specified means of conversion from the points awarded in these items to the individual grade awarded. The manner in which the supervisor(s) or examiners arrive at their individual grades is left to their discretion. However, it is requested that these detailed items be completed, to enable discussion with the Chairperson after the award of individual grades.

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**FINAL STAGE EVALUATION OF DISSERTATION OR PROJECT
ACTIVITY - EVALUATION PANEL SELECTION**

NAME OF THE STUDENT: _____
ROLL NUMBER: _____
TITLE OF THE DISSERTATION/REPORT: _____ _____
ACADEMIC PROGRAMME: M.Tech./ M. Phil./ Dual Degree(B.Tech.+M.Tech.)
DEPARTMENT/ SCHOOL/ IDP GROUP/ CENTRE: _____
SPECIALIZATION: _____
DATE: _____ TIME: _____ VENUE _____

PANEL MEMBER	NAME AND DEPARTMENT/ ORGANIZATION
Chairperson	
Examiner 1	
Examiner 2	

Signatures:

Supervisor: _____

Co-supervisor(s):

Approved by:

Head of the Department/ Convener, Post Graduate Committee (PGC):

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**FINAL STAGE EVALUATION OF DISSERTATION OR PROJECT
ACTIVITY - CONSOLIDATED EVALUATION REPORT**

NAME OF THE STUDENT: _____

ROLL NUMBER: _____

TITLE OF THE DISSERTATION/REPORT: _____

DATE OF EXAMINATION : _____

GRADE⁵: AA AB BB BC CC FR

(please circle clearly the grade awarded AND strike out the others)

EXPLANATIONS/ FURTHER REMARKS/ SUGGESTIONS⁶, may be included on the reverse of this form.

NAMES AND SIGNATURES OF PANEL MEMBERS:

PANEL MEMBER	NAME, DEPARTMENT/ ORGANIZATION	SIGNATURE WITH DATE
Chairperson		
Supervisor		
Co-Supervisor(s)		
Examiner I		
Examiner II		

⁵ The grades from AA to CC are Pass Grades. If the student is not awarded one of these, then the student is deemed to have failed in this examination and is given an FR. The student, having incorporated the suggestions and observations of the panel, can ask to be re-evaluated after ONE MONTH. The student can pass this re-evaluation with a CC grade. Should the student fail, re-registration for this Stage is required.

⁶ The above report, in ORIGINAL, must be forwarded to the Academic Section. It is recommended that a copy of this evaluation report be made available to the student, for his/ her record and necessary action. It is also recommended that the supervisor(s) retain a copy until the student graduates.

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FINAL STAGE EVALUATION OF DISSERTATION OR PROJECT ACTIVITY - EVALUATION BY THE SUPERVISOR(S)

NAME OF THE STUDENT: _____

ROLL NUMBER: _____

DEPARTMENT/ SCHOOL/ IDP GROUP/ CENTRE: _____

I. Assessment

Part A (to be completed before the oral presentation begins)

S. No.	Assessment criterion	Marks (on 10)	Remark(s)
1.	Critical understanding of the research area		
2.	Clarity and completeness of problem formulation/experiment design		
3.	Extent of independent work		
4.	Initiative and diligence demonstrated		
5.	Quality of work done		
6.	Quantity of work done		
7.	Analysis, interpretation and validity of results		
8.	Quality of the report submitted		

Part B (to be completed after end of the viva-voce examination)

S. No.	Assessment criterion	Marks (on 10)	Remarks
9.	Presentation: clarity, structure, tools used.		
10.	Answers to questions – analysis, depth of understanding of problem/ conclusions/ inference.		

II. Recommendations: The dissertation submitted by the candidate is: (*please choose ONE*)

(a) **Acceptable** and may be regarded as final in its present form

(b) **Acceptable with minor revisions.** The revisions and modifications have been indicated to the student during the examination and / or outlined in Item III below.

(c) **Not acceptable** in its present form and, as outlined in Item III below, needs **major revision**. The modifications must be incorporated by the student in the dissertation and the same must be certified by the supervisor(s) and at least one examiner before the final submission.

III. Remarks (mandatory for recommendation (c); please use the reverse side of this form or attach separate sheets)

Suggested grade: AA AB BB BC CC FR

(please circle clearly the grade awarded AND strike out the others)

Name of the Supervisor: _____

Co-Supervisor: _____

Signature(s) with date: _____

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**FINAL STAGE EVALUATION OF DISSERTATION OR PROJECT
ACTIVITY - EVALUATION BY THE EXAMINER**

NAME OF THE STUDENT: _____

ROLL NUMBER: _____

DEPARTMENT/ SCHOOL/ IDP GROUP/ CENTRE: _____

I. Assessment

Part A (to be completed before the oral presentation begins)

S. No.	Assessment criterion	Marks (on 10)	Remark(s)
1.	Critical understanding of the research area		
2.	Clarity and completeness of problem formulation/experiment design		
3.	Quality of work done		
4.	Analysis, interpretation and validity of results		
5.	Quality of the report submitted		

Part B (to be completed after end of the viva-voce examination)

S. No.	Assessment criterion	Marks (on 10)	Remarks
6.	Presentation: clarity, structure, tools used.		
7.	Answers to questions – analysis, depth of understanding of problem/ conclusions/ inference.		

II. Recommendations: The dissertation submitted by the candidate is: (*please choose ONE*)

(a) **Acceptable** and may be regarded as final in its present form

(b) **Acceptable with minor revisions.** The revisions and modifications have been indicated to the student during the examination and / or outlined in Item III below.

(c) **Not acceptable** in its present form and, as outlined in Item III below, needs **major revision**. The modifications must be incorporated by the student in the dissertation and the same must be certified by the supervisor(s) and at least one examiner before the final submission.

III. Remarks (mandatory for recommendation (c); please use the reverse side of this form or attach separate sheets)

Suggested grade: **AA** **AB** **BB** **BC** **CC** **FR**

(please circle clearly the grade awarded AND strike out the others)

Name of the Examiner: _____

Signature of the Examiner with date

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**FINAL STAGE EVALUATION OF DISSERTATION OR PROJECT
ACTIVITY - EVALUATION BY THE EXAMINER**

NAME OF THE STUDENT: _____

ROLL NUMBER: _____

DEPARTMENT/ SCHOOL/ IDP GROUP/ CENTRE: _____

I. Assessment

Part A *(to be completed before the oral presentation begins)*

S. No.	Assessment criterion	Marks (on 10)	Remark(s)
1.	Critical understanding of the research area		
2.	Clarity and completeness of problem formulation/experiment design		
3.	Quality of work done		
4.	Analysis, interpretation and validity of results		
5.	Quality of the report submitted		

Part B *(to be completed after end of the viva-voce examination)*

S. No.	Assessment criterion	Marks (on 10)	Remarks
6.	Presentation: clarity, structure, tools used.		
7.	Answers to questions – analysis, depth of understanding of problem/ conclusions/ inference.		

II. Recommendations: The dissertation submitted by the candidate is: *(please choose ONE)*

(a) **Acceptable** and may be regarded as final in its present form

(b) **Acceptable with minor revisions.** The revisions and modifications have been indicated to the student during the examination and / or outlined in Item III below.

(c) **Not acceptable** in its present form and, as outlined in Item III below, needs **major revision**. The modifications must be incorporated by the student in the dissertation and the same must be certified by the supervisor(s) and at least one examiner before the final submission.

III. Remarks (mandatory for recommendation (c); please use the reverse side of this form or attach separate sheets)

Suggested grade: **AA** **AB** **BB** **BC** **CC** **FR**

(please circle clearly the grade awarded AND strike out the others)

Name of the Examiner: _____

Signature of the Examiner with date

**SUGGESTIONS (IF ANY) REGARDING THE EVALUATION PROCESS
AND/ OR FORMS:**