Department of Mechanical Engineering, IIT Tirupati
ME 4550, B. Tech Project (BTP) - I, Fall 2019

1. Instructions

1. Students may form groups of two/three to execute the project. A student may not execute a project by himself/herself.
2. Projects should clearly demonstrate the application of Mechanical Engineering concepts, and students are expected to produce and exhibit a fabricated end-product as a result of the work done during BTP.
3. The schedule for evaluation will be intimated via email by the BTP chairman/convener. At times, the dates may be revised (advanced/postponed) depending on various factors. It is the responsibility of the student(s) to find out the details.
4. Absence during a project evaluation/presentation will be dealt with as per institute policies. (See the rules on IITT website.)
5. Incomplete and/or unsatisfactory projects will attract penalty and students may be awarded "I" grade at the end. In this case, they may be asked to extend their stay at IITT during the summer of 2020 to complete their projects.
6. The final project presentation and evaluation will be scheduled in the summer (May – June) of 2020. Students must discuss with their Project Advisor(s) before intimating the date of joining to any organization which has offered them a job.
7. In any case, students may not make travel plans and/or book tickets to leave the campus during Dec-2019 and May-June 2020 without the prior permission of the Project Advisor(s), Faculty Advisor(s), BTP Chairman/Convener & the HoD.
8. Students must take their projects seriously and work in a systematic manner, rather than procrastinating and postponing things to the end. Remember that the resources and facilities at the institute are meant for everyone, and accumulation of work at the end may lead to unnecessary delays and extension of the duration of the project.
9. Students may discuss with their respective Project Advisor(s) regarding obtaining funds for their projects (including how to obtain funds, whom to contact, how to get spent money reimbursed etc.).
10. Students must preserve and submit the bills for any amount they spend on their projects. The amount spent may be reimbursed upon thorough verification of all bills. Reimbursement shall be as per institute rules, so before spending, please check with appropriate personnel if you have questions regarding what may be reimbursed and what may not be.

2. Reviews

The progress of each student will be reviewed periodically. Students are encouraged to schedule an appointment with their advisor(s) frequently to discuss things related to BTP. The progress of the work, and other details will be recorded in the Review Form. The deadlines for submitting the review forms to the Project Coordinator are as follows:

Review Number	Deadline
1	Mon, 19-Aug-2019, 5:00 PM
2	Mon, 09-Sep-2019, 5:00 PM
3	Fri, 27-Sep-2019, 5:00 PM
4	Mon, 14-Oct-2019, 5:00 PM
5	Fri, 01-Nov-2019, 5:00 PM
6	Wed, 20-Nov-2019, 5:00 PM

It is the responsibility of the students to meet his/her advisor at least one week before the deadline for each review, and discuss the work done till that time, and the plan for future work. These are STRICT deadlines, and are not open to negotiation. Excuses (including advisor's absence) will not be entertained. If you anticipate that your advisor will not be available during any of these dates, please confirm with

him much ahead of that date. Therefore, students are strongly advised to approach their advisors a couple of days before each deadline, to find out their availability and obtain signatures. Late submission of review forms will be subject to penalty. **For each review form submitted beyond the stipulated deadline, you will lose 2 Marks from your overall score for BTP - I.**

3. Exams
The exams for this course shall be administered as per the following schedule:

Exam	Date
Mid-Sem I	Fri, 23-Aug-2019, 2:00 PM - 5:00 PM
Mid-Sem II	Wed, 16-Oct-2019, 2:00 PM - 6:00 PM
Report Submission Deadline (Final Version, after incorporating corrections suggested by your advisor)	Sat, 07-Dec-2019, 5:00 PM
Final Exam	Mon, 09-Dec-2019, 1:00 PM - 5:00 PM

All exams will be conducted in the temporary campus (classroom will be intimated later). These dates are not open to negotiation, and may be advanced or postponed if and only if we do not have enough faculty members (due to their conflict in their schedules) to conduct the exams.

4. Project Report
Students must prepare a report on the work done during this semester. We understand that the project will be completed only by the end of the eighth semester, but the report that you submit at the end of the seventh semester should be complete in the sense of completion of a "course" that you were enrolled in for a full semester. This report should be first submitted to your advisor for correction/review before 9:00 AM on Friday, 06-Dec-2019. Your advisor will make corrections and send the report back to you hopefully by the end of the day. Then, you must edit the document based on all the comments/corrections/suggestions given by your advisor, and then submit a neatly-formatted, stapled copy of the report to the BTP Committee Chairman **by 5:00 PM on Saturday, 07-Dec-2019**. Failure to submit the final, corrected report by this deadline will lead to a deduction of 2 Marks from your overall score for BTP - I.

5. Preparing Presentations and Project Report
Students must prepare the presentations and the project reports according to standard practices. Sloppy and/or unsystematic work will lead to penalty. For information, you may refer to the slides presented by Dr. Sriram Sundar during the first BTP meeting held on 07-Aug-2019. For your presentations, use the standard template containing the institute logo, provided by the department.

6. Grading
The grading for this course is as follows:

Exam	Marks
Mid-Sem I	**30**
Mid-Sem II	
Final Exam	Presentation: **60**
	Final Report**: 10**

The information and scores recorded in the Project Review Forms may also be taken into account while deciding the final grade.