

CIRCULAR

Guidelines for ETS Report Submission and Rubrics for Evaluation

Sub.: Guidelines for ETS Report Submission and Rubrics for Evaluation - Reg

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Dear Students,

As intimated earlier, you are advised to maintain ETS notes for learning & assessment. For assessment requirement, you are advised to follow the below guidelines, before submitting ETS notes to your faculty counselor for assessment.

One-page summary for each ETS:

Write one-page Summary for every ETS session in your notes with following.

- Section 1: Key Learnings
Summarize the Key Learnings /What were the three most important Learnings discussed in this expert talk?
- Section 2: Application of Key Learnings
How do you apply the knowledge gained/ Key Learnings from this talk in your personal or professional life?
For this semester, students may write all summaries at the end of their notes; from the next semester, summaries are to be written immediately after each session

Evaluation of ETS notes:

- Each ETS notes and one page summary is evaluated for two marks:
 - ◆ 1 mark for Key Learnings of each ETS
 - ◆ 1 mark for Application of Key Learnings of each ETS
- Total: 20 marks (10 sessions x 2 marks per session).

Submission Deadline for ETS notes:

- Submit your ETS Notes including one-page summaries to your faculty counselor on or before 10th December 2024 for evaluation towards Continuous Internal Evaluation (CIE) component.

You are advised to write neatly, clearly mentioning both sections in every ETS summary, focusing on meaningful takeaways for active consideration during assessment. ETS notes will be returned after evaluation.

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