

Student Name:	Student Roll Number-	Total Marks (out of 50):
Institute: SIMMC / SIBMT	MBA / PGDM	Date of Viva:

Sr. No.	Scores → Rating Items ↓	Reject	OK	Good	Excellent
1	Title	No connection between work done and title	Title partially reflects the actual work done	Title is well defined, matches with the work done & objectives defined	Title is well defined, matches with the work done, objectives defined & student is able to explain clearly
2	Company Certificate	Not received / issued by the company.	Received but is not in alignment with the work carried out / body of the report. Also not in the prescribed format (Not signed / Not on letter head)	Received & is in alignment with the work carried out / body of the report but <b>not in the prescribed format (Not signed / Not on letter head)</b>	Received, is in alignment with the work carried out / body of the report and is in the prescribed format (signed / Stamped & on the company letter head / digital certificate)
3	Index	Index not prepared	Not prepared as per the SIP guidelines. Wrong sequence of chapters / chapters are missing or dropped	Prepared as per the SIP guidelines. Correct sequence of chapters but no page numbers	Prepared as per the SIP guidelines. Correct sequence of chapters with page numbers
4	List of Tables	Not prepared	Prepared but without table numbers and page numbers	Prepared with table numbers but without page numbers	Prepared with table numbers & page numbers as per the guidelines
5	List of Figures	Not prepared	Prepared but without fig numbers and page numbers	Prepared with fig numbers but without page numbers	Prepared with fig numbers & page numbers as per the guidelines
6	List of Abbreviations	Not applicable	Not prepared	Prepared	
7	Executive Summary	Missing	Too Long / Too short , does not reflect the actual work and very vague	Is of appropriate length but does not reflect the work	The actual work is aptly comprehended in the executive summary as per the guidelines.
8	Company Profile	Missing	Too Short	Of appropriate length but covers <b>limited</b> aspects out of those enlisted in the guidelines	Of appropriate length and covers <b>all aspects</b> as enlisted in the guidelines
9	Industry Profile	Missing	Too Short	Of appropriate length and covers <b>limited</b> aspects out of those enlisted in the guidelines	Of appropriate length and covers <b>all aspects</b> as enlisted in the guidelines
10	Objectives of the study	Missing	Written but are <b>not in tune</b> with the title and the work done	Written and are <b>in tune</b> with the title and the work done, student is <b>not able to explain/talk</b>	Written and are <b>in tune</b> with the title and the work done. Student is <b>able to explain</b> those well.
11	Research Methodology	<ul style="list-style-type: none"> <li>Reproduced from the book thoughtlessly and has no connection with the work / methodology followed OR</li> <li><b>Not applicable</b></li> </ul>	Inappropriate research methodology is written & <b>not able to explain</b>	Appropriate research methodology is just written but <b>not able to explain/talk</b>	Appropriate research methodology written and is <b>able to explain</b> it right
12	Questionnaire	<ul style="list-style-type: none"> <li><b>Not applicable</b></li> <li>Not prepared though required OR</li> <li>Questionnaire is disconnected from the title / objectives</li> </ul>	<ul style="list-style-type: none"> <li>Questionnaire is prepared but is disconnected from the title / objectives OR</li> <li>Prepared but has insufficient questions</li> </ul>	Sufficient and logically correct questions to address the objectives but <b>not able to explain/talk</b> at all	Sufficient and logically correct questions in line with the project title & objectives & the student is <b>able to explain</b> it right
13	Data Analysis & charts	Missing OR Copied & pasted from some other source and do not	Done the data analysis but many errors into it	Appropriate data analysis written to address the objectives but <b>not able to explain/talk</b>	Appropriate data analysis to address the objectives and is <b>able to explain</b> it well.

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	Rating Items ↓				
		match with the objectives and questionnaire			
14	Task based sections	Not written the TASKs / actual work done	Written the tasks but there is a <u>mismatch</u> between title, objectives and tasks undertaken. Not able to justify.	Written the tasks which match with the title , objectives and tasks undertaken but <u>not able to justify / explain</u>	Written the tasks which <u>match</u> the title , objectives and tasks undertaken and is <u>able to justify / explain</u>
15	Hypothesis Testing	Not applicable OR Applicable but not done	Applicable but done it wrongly	Applicable and done the hypothesis testing right but <u>not able to explain/talk</u>	Applicable, have done the hypothesis testing and is <u>able to explain it well</u>
16	Suggestions & recommendations	Missing OR No linkage with the title, objectives of the project	Written but too vague and general Has limited linkage with the objectives / data	Has appropriate linkage with the objectives / data but <u>not able to explain/talk</u>	Well written, meet the expectations Able to explain well.
17	Findings & Conclusions	<u>Missing OR</u> No linkage with the title, objectives of the project	<u>Do not flow from the data</u> and do not address any objectives OR Has limited linkage with the title , objectives	<u>Derived from the data / work</u> but address only a few objectives <u>Not able to explain/talk</u>	Derived from the data & address all objectives. <u>Meets the expectations</u>
18	Key contributions to the organization	<u>Missing</u>	Poorly written & Not able to explain/talk	Appropriately written & not able to explain/talk	Appropriately written & is able to explain/talk
19	Limitations of the study & Scope for further research / work	<u>Missing</u>	Poorly written & Not able to explain/talk	Appropriately written & not able to explain/talk	Appropriately written & is able to explain/talk
20	References:	No references	a few websites mentioned , no books	A few web links and a few books	Complete web links and other references
			<u>Not as per the referencing methods</u>	<u>Not as per the referencing methods</u>	<u>As per the referencing methods</u>
21	Annexures	Not attached	Attached <u>some of the items</u> as enlisted in the guidelines	<u>Accepted-</u> Attached all the applicable items as enlisted in the guidelines	
22	General Formatting of the Project	Outright rejection due to poor content & formatting	Appropriate content but should be given a <u>major RE-DO</u> due to poor formatting	Acceptable with <u>major improvements</u>	<u>Accepted-</u> Project Format As per Guidelines
23	Language	Very poor grammar / copy paste material	Average language / writing.	Acceptable and just meet the norms	Excellent piece of work
Overall Comments / Observations by the Evaluators (If Any)					
Overall rating of the work & report    0.....1.....2.....3.....4.....5.....6.....7.....8.....9.....10					
Evaluator's Decision: <b>1]</b> Rejected & To be attempted in next Sem <b>2]</b> Rejected but after corrections may be accepted during this term <b>3]</b> Accepted with minor corrections <b>4]</b> Accepted as it is					

Project Guide's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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