

Shri G.S. Institute of Technology and Science, Indore
Department of Industrial and Production Engineering
Evaluation Marks for PG Seminar Written Report

Criteria	Marks allocated Report
1. Overall Structure, Organization & Quality Format and layout Clarity and neatness Table of content (list of table, figure, abbreviation) Language, spelling, grammar and syntax	12
2. Introduction and Backgrounds Seminar objectives Summary of scope and activity History, application	12
3. Contents and Findings Explanation on their work, task, results and discussion	12
4. Conclusion and Recommendation Objective achieved Suggestions	12
5. References & appendices List of references, data/pictures/any related document	12
Total Marks	60

	Marks	
Industrial Training Report	60	
PPT	30	
Attendance	20	
Total Marks	100	

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Grading Rubric for Seminar Written Reports

	Criteria	Weak (0-3)	Moderate (4-6)	Good (7-9)	Very Good (10-12)
1)	Overall Structure, seminar topic and Quality	Show some of the following - Clarity and neatness -Table of content (list of table, figure, abbreviation) -Language, spelling, grammar and syntax	Show moderate of the following - Clarity and neatness -Table of content (list of table, figure, abbreviation) -Language, spelling, grammar and syntax	Show most of the following - Clarity and neatness -Table of content (list of table, figure, abbreviation) -Language, spelling, grammar and syntax	Show all of the following - Clarity and neatness -Table of content (list of table, figure, abbreviation) -Language, spelling, grammar and syntax
2)	Introduction and Backgrounds	Less significance& depth coverage in: - seminar objectives -Summary of scope and activity	Moderate information in - seminar objectives -Summary of scope and activity	Significance & depth coverage in: - seminar objectives -Summary of scope and activity	Very significance & depth coverage in: - seminar objectives -Summary of scope and activity
3)	Contents and Findings	Poor explanation on the following attributes: -Scope of seminar received - Work and task given -Learning experience acquired -Any related results and discussion	Moderate explanation on the following attributes: -Scope of seminar received - Work and task given -Learning experience acquired -Any related results and discussion	Well explanation on the following attributes: -Scope of seminar received - Work and task given -Learning experience acquired -Any related results and discussion	Excellent explanation on the following attributes: -Scope of seminar received - Work and task given -Learning experience acquired -Any related results and discussion
4)	Conclusion and Recommendation	Show some of the following - data presentation -results and explanation	Show moderate of the following - data presentation -results and explanation	Show most of the following - data presentation -results and explanation	`Show all of the following - data presentation -results and explanation
5)	References & appendices	Show some of the following - pictures of workplace - any related information regarding training	Show moderate of the following - pictures of workplace - any related information regarding training	Clearly show the following - pictures of workplace - any related information regarding training	Creatively show the following - pictures of workplace - any related information regarding training

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Evaluation Marks for Seminar Presentation

Criteria	Marks allocated
1. Introduction of Seminar topic 1. Introduction 2. Objectives	6
2. Task and project Explanation include: 1. Procedure 2. Result and discussion 3. Conclusion	6
3. Impact of industrial training Explains the impact of industrial training in terms of knowledge, skills and personal development.	6
4. Conclusion and recommendation Concludes the outcome of the training program with recommendations for future actions.	6
5.Question & Answer Can address all questions with relevant and correct information.	6
Total Marks	30

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Grading Rubric for Seminar Presentation
Presentation Evaluation:

	Weak (0-1)	Moderate (2-3)	Good (4-5)	Very Good (5.5-6)
Seminar Content (20%) 6 Marks	Presentation has no logical sequence of information, content is disorganized, irrelevant, or inaccurate	Audience has difficulty following the presentation, unsupported assertions or illogical conclusions	Logical sequence of information allows the audience to follow presentation from introduction through conclusion, assertion support chain evident	Information presented in logical, interesting, and flowing sequence from introduction through conclusion & content depth supports assertions and recommendations
Research, Subject Knowledge, Resources (20%) 6 Marks	Presenter does not have an accurate grasp of information and cannot intelligently answer questions about the subject, plagiarism	Basic knowledge of subject is demonstrated, but elaboration is minimal or presenter fails to answer questions, references missing or limited research	Presenter demonstrates in-depth subject knowledge, is at ease with material, answers questions thoroughly, solid research with cited references	Presenter demonstrates expertise in subject through clear and concise explanation, elaboration, question and answer, and key points delivery. Credible, in-depth, and accurate research and data analysis with cited references that support presentation
Visual Aids (20%) 6 Marks	Presentation has spelling and grammatical errors, is irrelevant, or difficult to interpret	Limited visual aids support presentation	Presentation has relevant visual aids that provide evidence to support assertions and recommendations	Clear and creative visual aids enhance the presentation, reinforce key points, and engage the audience
Delivery (20%) 6 Marks	Presenter reads slides, mumbles, speaks too quietly, has little to no eye contact, and has many non-word or filler interjections (um, uhh, ahh, well, so, etc.)	Presenter's pace is too slow or fast, jumps around, voice is low or unclear, multiple interjections distract audience, or fails to elaborate on key findings.	Presenter clearly and effectively communicates key ideas, speaking and paces comfortably for audience	Presenter clearly and effectively communicates ideas and engages the audience, concise highlighting of key points is engaging
Question & Answer (20%) 6 Marks	Weak address questions with irrelevant answer.	Able to address questions with irrelevant answer.	Can address all questions with relevant and correct information	Can address all questions with relevant and correct information with extra effort and creativity.

