

Guidelines of PBI Evaluation and Grading

1. For PBI there will be at least one mentor from industry and one mentor from the concerned discipline. In addition, there may be more mentors from industry or Institute (irrespective of discipline).
2. For smooth operation each discipline will have a PBI coordinator. In addition, there will one convener for PBI appointed by Chairperson Senate.
3. The student will share external mentor details (name, contact number and email id) with the discipline PBI coordinator and placement cell.
4. It is expected that the internal mentor will be in continuous touch with the external mentor for proper progress of the PBI.
5. The student is required to submit a progress report to supervisor(s) (internal and/or external) and to the academic office (through Google drive) as per the PBI calendar. It is expected that the report is prepared in consultation with internal and external mentor. The report should contain a brief of the work done prior to current fortnight and details of the work in the last fortnight. The mid term and end term report should be detailed report based on the work done.
6. In case a student faces some problem during the internship he should intimated the same immediately to the internal mentor, discipline coordinator and PBI convener.
7. Students will be required to submit a copy of the mid semester PBI Report to each member of the evaluation committee and final project report as per the dates specified in PBI calendar.
8. The students will be required to submit a hard copy of the PBI report in proper format in the academic office with softcopies to each of the member of evaluation committee for final evaluation.

Evaluations:

9. There will be four evaluations during the entire PBI period, first interim, mid term, second interim and end term. The mentor(s) will award interims, mid-term and end term grades to the academic office as per the format with numeric value as follows:
 - i. Excellent (A): 10
 - ii. Good (B): 8
 - iii. Average(C): 6
 - iv. Satisfactory (D): 4
 - v. Unsatisfactory (F): 2

It is expected that internal mentor from the concerned discipline will submit the grade in consultation with external and other mentor(s).
10. For mid term and end term evaluation each discipline (head of the discipline) will make a committee of three members for individual student or set of students. PBI mentor will not be part of the evaluation committee.
11. The final grading will be awarded by the PBI committee consisting of PBI Convener and discipline faculty coordinators using weightage average of the interims, mid-term and end-term grades which will be the SPI for the PBI.

12. The weightages of interims, mid-term and end-term will be as follows:

1.	First Interim by faculty mentor	15%
2.	Mid Term by faculty mentor	15%
3.	Mid Term by evaluation committee	10%
4.	Second Interim by faculty mentor	15%
5.	End Term by faculty mentor	25%
6.	End Term by evaluation committee	20%

13. The final grade will be sent to academic office duly forwarded by the Convener PBI.
14. For any discrepancy/ review etc. on PBI grading, Convener PBI will be authorized to take a decision
15. The grades may be lowered in exceptional cases with reasons to be specified by PBI Committee.