



**UNIVERSITI TEKNIKAL MALAYSIA MELAKA
FAKULTI TEKNOLOGI DAN KEJURUTERAAN ELEKTRIK**

MASTER PROJECT 1

SUPERVISOR

STUDENT DETAILS

| | |
|----------------------|--|
| NAME | |
| STUDENT ID | |
| CONTACT NO | |
| PROJECT TITLE | |
| SUPERVISOR | |

GENERAL CONDUCT (10 %)

| ITEMS | | NOT DEMONSTRATED | LIMITED | BASIC | PROFICIENT | EXCELLENT | POINTS EARNED |
|--------------------|-----------------------------------|--|---|--|--|--|--|
| | | 1 | 2 | 3 | 4 | 5 | |
| 1 | Punctuality (PO4) | Rarely responds to supervisor, often misses communication. | Often slow to respond; needs repeated reminders | Generally responds but with occasional delays or missed follow-ups | Respond promptly to most communications and attend scheduled meetings. | Always responds quickly and reliably, highly responsible in communication and actions. | |
| 2 | Regularity (PO5) | Rarely completes tasks, very inconsistent | Some tasks done; lacks consistency | Tasks completed with occasional delays | Consistent submission and follow-up | Very consistent; completes all tasks promptly | |
| 3 | Readiness (PO6) | Unprepared, lacks understanding of project | Minimal preparation; relies heavily on supervisor | Adequate preparation; shows basic understanding | Well prepared; understands project direction | Fully prepared; engaged actively and independently | |
| 4 | Personality (PO4) | Negative attitude; uncooperative or disrespectful | Passive or disengaged in discussions | Acceptable attitude; responsive when guided | Positive attitude; respectful and engaged | Very positive, proactive, and demonstrates leadership qualities | |
| 5 | Integrity and values (PO6) | Unethical behavior; dishonest or careless | Shows weak ethical responsibility | Understands basic values and ethical conduct | Demonstrates integrity and professionalism | Strong ethical conduct; a role model for peers | |
| 6 | Project management (PO5) | No planning; fails to manage tasks or timeline | Some attempt at planning but lacks follow-through | Basic planning; some delays or confusion | Good task planning and progress tracking | Excellent planning, execution, and progress tracking | |
| TOTAL (10%) | | | | | | | $= \left(\frac{\quad}{30} \times 10\% \right)$ $=$ |

REPORT EVALUATION (30 %)

| ITEMS | | NOT DEMONSTRATED | LIMITED | BASIC | PROFICIENT | EXCELLENT | POINTS EARNED | | |
|--------------------|---|---|--|--|---|--|---------------|-------|--|
| | | 1 | 2 | 3 | 4 | 5 | WEIGHT | MARKS | |
| 1 | Objective, Problem Statement and Scope of Work (PO1) | Not stated or very unclear | Stated but poorly structured or lacks relevance | Stated with basic structure and relevance | Clear and relevant, shows connection between all three elements | Very clear, relevant, and well-aligned with project direction | 0.4 | | |
| 2 | Literature Review (PO1) | 1–2 references, internet-based only | 3–5 references, shallow or outdated | ~10–15 references, with weak write-up | >15 references, mostly relevant and discussed | >20 references, recent, relevant, and well-analyzed | 1.5 | | |
| 3 | Project Methodology (PO6) | No clear methodology or flow; major steps missing | Has some planning but lacks clarity, no clear flow or timeline | Basic planning, flowchart provided but unclear or lacks detail | Clear methodology with flowchart; steps are achievable | Comprehensive and well-structured methodology. | 1.5 | | |
| 4 | Preliminary Result and Discussion (PO6) | Poorly presented | Presented, but unclear or weak | Presented but lacks depth | Clear and acceptable discussion | Well-presented and discussed | 0.4 | | |
| 5 | Data Reliability (PO4) | Data unreliable, no factors considered | Weak data, but factors considered | Fair data, with some factors considered | Good data, factors and uncertainty addressed | Reliable data, well-justified with validation | 0.8 | | |
| 6 | Reference (PO6) | Notes and internet, not very relevant < 2 | Journals and internet, not relevant < 5 | Relevant journals/technical papers >10-15 | Relevant, most recent papers >15-20 | Excellent and most recent technical papers > 20 | 0.8 | | |
| 7 | Format and Organization (PO6) | Disorganized, hard to follow | Some structures organized but inconsistent and unclear | Loosely organized, some ideas unclear | Organized and content easy to follow | Fully follows required format, well-connected and clearly structured | 0.3 | | |
| 8 | Writing Skills (PO6) | Ideas not conveyed clearly or effectively | Ideas conveyed but unclear | Clear and effective ideas with <5 errors | Clear and effective writing with <3 minor errors | Very clear, concise, effective writing with hardly any error | 0.3 | | |
| TOTAL (30%) | | | | | | | | | |

Comments:

Evaluated by:

Date

(Signature and official stamp)

For office use only:

General conduct (10%) :

Report (30%) :

Total (40%) :

Verified by:

Date: