

ANNEXURE-XXIII (P)

PRACTICAL TRAINING (SUMMER INTERNSHIP) RATING SHEET

This rating sheet summarizes the assessment of the student's professional personality as well as progress during the Training Period as observed by the Training officer of Department/ Factory/ Establishment: -

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(A) PERSONALITY TRAILS:

		RATING*
(i)	Knowledge & application of Fundamental Principles	E/G/A/P
(ii)	Problem solving ability	E/G/A/P
(iii)	Ability to communicate	E/G/A/P
(iv)	Punctuality	E/G/A/P
(v)	Sense of Responsibility	E/G/A/P

(B) PROGRESS REPORT:

(i)	Aptitude for Training	:	E/G/A/P
(ii)	Performance during the Training	:	E/G/A/P
(iii)	Shortcoming, if any	:	
(iv)	Working hours completed during Training	:	

1. This rating sheet must be sent to Principal of the Polytechnic College by the Training Establishment under sealed cover through the trainees.

2. 1 to 6 must be filled by office of the Principal of Polytechnic College before handing over to the student trainee in duplicate, and the student trainee must be asked to bring back one copy of the sheet under sealed cover and that must be handed over to Concerned Head of Department.

3. After assessment the original can be handed over to the student, if required, but a photocopy (supplied by student) of the same must be kept in record.

* **E=Means Excellent G=Means Good A=Means Average P=Means Poor**

Date of Issue

Department/ Manager/Owner
of the Establishment
(Seal & Signatures)

Training officer
(Seal & Signatures)

