

# STRICTLY CONFIDENTIAL

## YMCA University of Science and Technology, Faridabad

### PROGRESS REPORT OF INPLANT TRAINEES

(To be filled by visiting staff members)

Name of industry.....  
Name of the Supervisor/Mentor.....  
Department: .....  
Training Report: 1<sup>st</sup> visit/ 2<sup>nd</sup> visit.....

Name of student .....  
Roll No .....  
Branch .....

#### Brief description of the activity of the trainee

Sr.No.	Area	Point to be Considered	Total Marks	Marks Awarded	Remarks
1	Knowledge of work	Fundamental knowledge about project/work assigned	20		
2	Project/Practical skills	Comprehensive knowledge about the project/job assigned and the level of competency	30		
3	Daily Diary/ report Book	Check contents & its relevance to the work done. Sign the last page with date	20		
4	General impression & confidence	How much confidence has he acquired	10		
5	Report from his training supervisor/mentor about his attendance & general conduct etc.	His/her behavior, attitude, manners and communication skills	20		
		TOTAL Marks of Columns 1-5	100		

1. Signature.....  
Name.....  
Designation/Deptt.....  
Date of assessment.....

Date of forwarding the assessment to the training & placement Head.....

2. Signature.....  
Name.....  
Designation.....

#### **IMPORTANT INSTRUCTIONS:-**

1. The team leader must forward the assessment forms dully filled to the Training & Placement Head within two days after the assessment in a **confidential cover**.
2. If any student is found absent on the day of the visit, his assessment form should be marked **“ABSENT”**& forwarded the same to the Training & Placement Head.

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Signature of trg. And placement Head with date

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