

UNIVERSITY OF MORATUWA, SRI LANKA
FOUR - WEEKLY CONTINUOUS ASSESSMENT REPORT SHEET

(To be submitted after every four weeks to the Training Division. A total of 6 reports are expected by the end of the training period. Please Refer Section 09, page 5 of Training Handbook)

1. Name of Undergraduate (as appearing the Undergraduate Register at the University) Mobile and email Address during Training Period	Mr./Ms. <div style="border: 1px solid black; padding: 2px;"> 0 @..... </div>
1.2 Undergraduate Registration No.	
2. Field of Specialization ⁽¹⁾	<div style="display: flex; justify-content: space-around; font-weight: bold;"> BMCHCECSEEENMTMEERTTTLM </div>
3. Training Stage ⁽¹⁾	Semester 6 / Repeat
4. Overall Training Period	<div style="display: flex; justify-content: space-between;"> <div>From</div> <div>To</div> </div> <div style="display: flex; justify-content: space-between;"> <div> / </div> <div> / </div> </div>
5. Name of Training Organization Address Name of Training Incharge / Coordinator Tel./Mobile & email Address <div style="border: 1px solid black; padding: 2px;"> 0 @..... </div>
6. Address /Location of the current Training Work Site City Name & Designation of Training Supervisor Mobile/ Telephone, e-mail of Training Supervisor <div style="border: 1px solid black; padding: 2px;"> 0 @..... </div>
5. Report for four (4) week period <u>Note.</u> Please attach the structured training program and schedule prepared, with the first report sent.	<div style="display: flex; justify-content: space-between;"> <div>From</div> <div>To</div> </div> <div style="display: flex; justify-content: space-between;"> <div> <div style="border: 1px solid black; padding: 5px; width: 150px;">Week No. (1- 24)</div> <div style="border: 1px solid black; padding: 5px; width: 150px;">Week No. (1- 24)</div> </div> <div> <div style="border: 1px solid black; padding: 5px; width: 150px;">Week No. (1- 24)</div> <div style="border: 1px solid black; padding: 5px; width: 150px;">Week No. (1- 24)</div> </div> </div> <div style="display: flex; justify-content: space-between;"> <div> / </div> <div> / </div> </div>

⁽¹⁾ - Delete what is not applicable

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 Signature of Undergraduate/ Date

A summary of your work experience during the four (04) weeks should be attached to this sheet. Include shortcomings, problems if any in the last paragraph. **Evaluation by Supervisor overleaf.**

8. Evaluation by Supervisor

	Disagree		Neutral		Agree	Not Applicable
Personal Traits and Qualities						
Punctuality is as expected	1	2	3	4	5	N/A
Is reliable/ dependable	1	2	3	4	5	N/A
Has appropriate dress/appearance	1	2	3	4	5	N/A
Shows Initiative and resourcefulness	1	2	3	4	5	N/A
Accepts constructive criticism	1	2	3	4	5	N/A
Relationship with staff and others	1	2	3	4	5	N/A
Has expected level knowledge of field	1	2	3	4	5	N/A
Thinks independently	1	2	3	4	5	N/A
Recognizes problems and develops solutions	1	2	3	4	5	N/A
Demonstrates good ethics	1	2	3	4	5	N/A
Follows instructions	1	2	3	4	5	N/A
Flexibility	1	2	3	4	5	N/A
Overall Performance	1	2	3	4	5	N/A

Communication Skills

Uses written communication effectively	1	2	3	4	5	N/A
Uses Oral communication effectively	1	2	3	4	5	N/A
Has good listening skills	1	2	3	4	5	N/A

General Performance

Has a good attitude/ application to work	1	2	3	4	5	N/A
Work quality is high	1	2	3	4	5	N/A
Work quantity is as expected	1	2	3	4	5	N/A

(Please Circle the appropriate)

9. Days of leave during 4-week period	Authorized		Unauthorized	
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10. Comment Undergraduates' ability to follow structured training program

11. Any Other comments

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Signature:

Company Seal:

Name:

Date: