

FIRST ASSESSMENT REPORT
(Submit the feedback for to your faculty mentor)

UG INTERNSHIP - FIRST ASSESSMENT	
Student Name:	Roll No:
Branch:	Faculty Mentor:
Host Organization & Address:	
Industry Mentor with email and contact number:	
Mode of interaction with student -	
Note - During the Internship tenure, the Student will work in the direction to achieve below mentioned milestones. It is mandatory to set at least 3 Milestones.(Interns should discuss with their faculty mentor before setting milestones).These milestones progress will also be discussed and evaluated during the faculty mentor field visit.	
Student Input	Faculty Mentor Comments
A1.	
A2.	
A3.	

Students Signature

Faculty Mentor Signature

MID ASSESSMENT REPORT

Department of

UG Internship Session 2019-20

(Field Visit Report)

Date of Visit:

Name of Student: Roll No.

Name of Organization

Address

Name of HR Person:

Phone No. : Email

Name of Industry Mentor.....

Phone No. Email

Stipend (if any)

BRIEF PROGRESS REPORT

i) Topic/Title of the Project.

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ii) Type of Project

Details of Project Assignment

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Assistance required from the

Institute.....

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Response from the Industry/Remarks of Industry Coordinator

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Remarks of the Faculty Mentor

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(Signature of Faculty Mentor)

Name :

Designation :

(Signature of Industry Mentor)

Name

Designation

FINAL ASSESSMENT (A) REPORT

(to be filled by industrial mentor)

Date: _____

Student Name: _____ Roll No. _____

Industrial Mentor: _____ Title _____

Organization Name: _____

Dates of Internship: From _____ To _____

Please evaluate the intern on the basis of top 6 relevant metrics from the below mentioned table.

ASSESSMENT MATRIX	5	4	3	2	1
Technical Knowledge((refers to knowledge, clarity of fundamentals, and latest development))					
Job Knowledge (refer to the ability to generate new and practical ideas for improvement of systems and operations related to the job).					
Work Quality (refer to the value of work delivered by the student, accuracy and competency level)					
Interpersonal Relationship (refers to ability to work harmoniously with superiors and subordinates)					
Problem Solving Skills (refer to the involvement to find best alternative for any problem)					
Communication Skills (refer to the way of expression/ communication/ presentation of idea/thought					
Professional Attitude (refer to the way of handling the problems)					
Regularity And Punctuality (toward assigned tasks)					
Time Management (complete task in given time frame)					
Adaptability To New Environment (refers to the ability to acclimatize with new work environment/culture)					

Remarks/Suggestion for the Institute (Can be related to academic curriculum/Core subjects etc.)

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Signature of the Industry Mentor_____