**Chandigarh University Progress Report Performa**

1. **Details of Company and Reporting Authority**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of Student** |  | | | | |
| **Roll No of Student** |  | | | | |
| **Department Allotted** |  | | | | |
| **Duration of Internship/ Job** | From |  | | To |  |
| **Address of Organization** |  | | | | |
| **Job Profile of Student** |  | | | | |
| **HR Manager/ Reporting Manager** | Name | |  | | |
| Designation | |  | | |
| Mobile No | |  | | |
| Email | |  | | |

1. **Performance Report of Student**

|  |  |  |
| --- | --- | --- |
|  | **Maximum Marks** | **Marks Obtained** |
| **Quality of Work** | 10 |  |
| Excellent (80% - 100%) |
| Meets Expectations (60% - 80%) |
| Needs Improvements (40% - 60%) |
| **Ability to Learn** | 5 |  |
| Excellent (80% - 100%) |
| Meets Expectations (60% - 80%) |
| Needs Improvements (40% - 60%) |
| **Initiative and Creativity** | 5 |  |
| Excellent (80% - 100%) |
| Meets Expectations (60% - 80%) |
| Needs Improvements (40% - 60%) |

|  |  |  |  |
| --- | --- | --- | --- |
| **Character Traits** | 10 | |  |
| **Dependability** | | 5 |  |
| Excellent (80% - 100%) | |
| Meets Expectations (60% - 80%) | |
| Needs Improvements (40% - 60%) | |
| **Attendance and Punctuality** | | 5 |  |
| Excellent (80% - 100%) | |
| Meets Expectations (60% - 80%) | |
| Needs Improvements (40% - 60%) | |
| **Organizational Fit** | | 5 |  |
| Excellent (80% - 100%) | |
| Meets Expectations (60% - 80%) | |
| Needs Improvements (40% - 60%) | |
| **Response to Supervision** | | 5 |  |
| Excellent (80% - 100%) | |
| Meets Expectations (60% - 80%) | |
| Needs Improvements (40% - 60%) | |
| **Total Score** | | **50** |  |
| Excellent (80% - 100%) | | | |
| Meets Expectations (60% - 80%) | | | |
| Needs Improvements (40% - 60%) | | | |

**Details of Reporting Officer**

Name:

Designation:

Department: Date: