



OIL AND NATURAL GAS CORPORATION LTD.
ONGC Academy
KDMIPE Campus, Kaulagarh Road,
Dehradun -248 195
Phone No. 0135-2796501

PROGRESS REPORT/ FINAL EVALUATION FORM FOR WINTER TRAINING

Part (A)

(to be filled by the Student)

Name of the Trainee :

Discipline :

Mentor Name and Designation:

Mentor ID and Mobile No. :

Period of Training : From _____ to _____

Approved topic for training undertaken :

Weekly progress report :

Work done in Week One : _____

Work done in Week Two: _____

Work done in Week Three: _____

Work done in Week Four : _____

Part (B)

(to be filled by the Mentor)

Evaluation & grading by Mentor on the following parameters:-

S.No.	Content	Excellent (5)	V.Good (4)	Good (3)	Average (2)	Poor (1)	Total
1	Tech. contents						
2	Analysis & research						
3	Depth of knowledge						
4	Originality of Report						
5	Relevance /Usefulness to ONGC						
6	Presentation of report						

7 *	Level of interaction with mentor						
8	Timely submission of reports						
	Total						

* Rating for Interaction with mentor = Daily (5), Thrice a week (4), Twice a week(3) once a week(2) and others (1)

However the student will remain in regular touch with his/her mentor during the training period. Minimum two interactions in a week are mandatory for completion of winter training.

Comments if any:

Final Submission of Report:

Recommendation for Certificate: YES/NO

Dated:

(Signature of Mentor)

Name:

Designation

CPF No.