**STRICTLY CONFIDENTIAL**

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| **YMCA University of Science and Technology, Faridabad**  **PROJECT REPORT OF INPLANT TRAINEES**  (To be filled by Department Head in Industry) | | | | | | |
| Name of industry…………………………………  Department: ……………………………………...  Training Report: From………. 2015 to……… 2015 | | | Name of student ………………………...  Roll No …………………………………  Branch ………………. | | | |
| Sr.No. | Area | Point to be Considered | | Total  Marks | Marks Awarded | Remarks |
| 1 | Knowledge of work | Fundamental knowledge about project/work assigned | | 15 |  |  |
| 2 | Project/Practical skills | Comprehensive knowledge about the project/job assigned and the level of competency | | 25 |  |  |
| 3 | Punctuality about the work/job assigned |  | | 10 |  |  |
| 4 | Maturity and Initiative | Whether he/she needs constant supervision or can proceed independently | | 10 |  |  |
| 5 | Dealing with workers and colleagues | His/her behavior, attitude, manners and communication skills | | 10 |  |  |
| 6 | Application | How far he/she applies his/her mind to the work? His/her innovative tendencies/development | | 10 |  |  |
| 7 | Training diary | The quality and regularity with which he/she maintains the diary. | | 10 |  |  |
| 8 | Punctuality attendance and safety | Does he/she comes in time and is he/she regular? His/her concern about safety and general discipline. | | 10 |  |  |
|  |  | TOTAL Marks of Columns 1-8 | | 100 |  |  |

Name of assigning department head:

1. Signature ……………………

Name…………….…………..

Designation………………….

Official stamp

Date………….

1. Signature ……………………

Name………………………..

Designation………………….

Official stamp

Date………………………….

N.B:

1. The assessment by the industry is incorporated in preparing the semester results of a trainee for promotion to the next semester.
2. The officer in charge assessment is requested to return this assessment form duly completed in all respects within one week positively **in a confidential cover.**

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Signature of trg. And placement Head with date

**YMCAUNIVERSITY OF SCIENCE AND TECHNOLOGY, FARIADABAD**