

Loknete Shamrao Peje
Government College of Engineering, Ratnagiri



Industry Institute Interaction (III)

Policy

(w.e.f. January 1, 2025)

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Preamble

As an integral part of the undergraduate curriculum, industrial training / internship is mandatory for every student, for award of B. Tech. degree by Dr. Babasaheb Ambedkar Technological University, Lonere – 402 103. It has been assigned academic credits in the curriculum structure and can be completed by any one of the multiple modes (like offline-mode in the industry, online mode, research assistance in IITs, NITs etc.)

As per AICTE Internship policy recommendations, an internship policy is an impactful strategy for creating a future talent pool for the industry. The Internship program not only helps fresh pass-outs in gaining professional know-how but also benefits, corporate on fresh perspectives on business issues and even discovering future business leaders.

Internship / industrial training experience will augment outcome-based learning process and inculcate various attributes in a student in line with the graduate attributes defined by the NBA.

Objectives

Internships / Industrial training during vacation are educational and career development opportunities, providing practical experience in a potential field or engineering discipline. They are structured, short-term, supervised placements often focused around particular tasks or projects with defined timescales.

An internship may be compensated, non-compensated or some time may be paid. The internship has to be meaningful and mutually beneficial to the intern and the organization. It is important that the objectives and the activities of the internship program are clearly defined and understood. Following are the intended objectives of internship training:

- Expose students to the industrial environment which cannot be simulated in the classroom and creating competent professionals for the industry.
- Provide possible opportunities to learn, understand and sharpen the real time technical / managerial skills required at the job.
- Exposure to the current technological developments relevant to the subject area of training.
- Create conditions conducive to quest for knowledge and its applicability on the job.
- Learn to apply the technical knowledge in real industrial situations.
- Familiarize with various materials, processes, products and their applications along with relevant aspects of quality control.
- Promote academic, professional and/or personal development.
- Recognize the administrative, economic, social, and environmental factors that affect the workplace. [PO 6, 7]
- To educate students about the duties and ethics of engineers. [PO 8]
- To familiarize oneself with industry working methods and collaborative abilities. [PO 9]
- To acquire expertise in all facets of professional communications. [PO 10]
- To illustrate the influence of the internship on their professional growth and lifetime education. [PO 12]

All students of this institute who wish to go for the industrial training / internship shall accept the Internship / Training Policy and sign on the document. They will also be required to submit a signed undertaking stipulating adherence to the Internship / Training Policy to the Industry Institute Interaction Cell. Institute Internship Policy is in lineup with the AICTE Model Internship Guidelines and as per requirement of the curriculum structure of Dr. Babasaheb Ambedkar Technological University, Lonere. The internship policy will augment outcome based learning process and inculcate various attributes in a student in line with the graduate attributes defined by the NBA.

INDEX

1. Training Policy
 - 1.1. Industrial Training
 - 1.1.1. Industry Expert Board Meetings
 - 1.1.2. Industrial Visits
 - 1.1.3. Industry Expert Lectures
 - 1.1.4. Faculty Visits to Industry & Training
 - 1.1.5. Industry Feedback
 - 1.1.6. Quizzes / Technical Competitions
2. Internship Policy
 - 2.1. Internship / Industrial Training
 - 2.1.1. Benefits of Internship / Industrial Training
 - 2.2. Internship Guidelines
 - 2.2.1. General Guidelines
 - 2.2.2. Guidelines for Students
 - 2.3. Internship Report
 - 2.3.1. Student's Diary / Daily logbook
 - 2.3.2. Internship Report
 - 2.4. Monitoring and Evaluation of Internship / Industrial Training
 - 2.4.1. Evaluation by Industry
 - 2.4.2. Monitoring / Surprise visit by TPO/ Staff/ Faculty Mentor
 - 2.4.3. Evaluation through Seminar presentation / Viva Voce at Institute
 - 2.4.4. Mapping of Internship program outcomes with NBA graduate attributes
 - 2.5. Internship cum Industrial Project
3. Student Resources : Internship Programs and Platforms
4. Formats

1. Training Policy

1.1. Industrial Training

1.1.1. Industry Expert Board Meetings

Meeting should discuss PO, PEO, CO, Lab Manual, Equipment specifications etc. Meetings preferably on company OFF days and 75% board attendance is must. One Board Meetings for each department once in a semester to be completed.

1.1.2. Industrial Visits

We are calling one day workshop for industrial visit to facilitate our students partially. Three Industrial Visits for each class (Except First Year)

1.1.3. Industry Expert Lectures

Can call expert from Industry and arrange the lecture on topic which is beyond the syllabus. Four lectures for each class (Except First Year)

1.1.4. Faculty Visits to Industry & Training

All faculty in the department are expected to visit one industry preferably on Saturday and Sunday. During Vacation Period faculty are expected to complete training in industry / organizations.

1.1.5. Industry Feedback

1.1.5.1. Visit of department TPO to industry and getting feedback about past students' performance. Three Industries per day to be covered. Staff can assign the task to another staff in the department for convenience.

1.1.5.2. Industry Summit - One summit in each department or industry visit by staff whichever is feasible (At least 18 industries participation or visit)

1.1.6. Quizzes / Technical Competitions

Arranging expert lectures, quiz, technical competition. As many as possible (Minimum 3) for each class.

2. Internship Policy

2.1. Internship / Industrial Training

2.1.1. Benefits of Internship / Industrial Training

2.1.1.1. Benefits to Industry

- Availability of ready to contribute candidates for employment.
- Year-round source of highly motivated pre-professionals.
- Students bring new perspectives to problem solving.
- Visibility of the organization is increased on campus.
- Quality candidate's availability for temporary or seasonal positions and projects.
- Freedom for industrial staff to pursue more creative projects.

- Availability of flexible, cost-effective work force not requiring a long-term employer commitment.
- Proven, cost-effective way to recruit and evaluate potential employees.
- Enhancement of employer's image in the community by contributing to the educational enterprise.

2.1.1.2. Benefits to Students

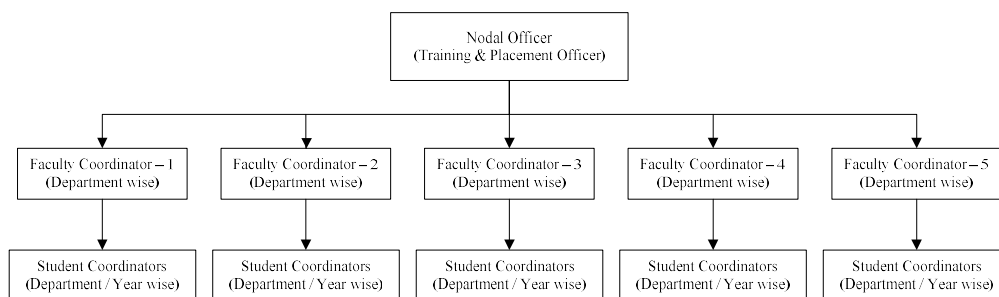
- An opportunity to get hired by the Industry/ organization.
- Practical experience in an organizational setting.
- Excellent opportunity to see how the theoretical aspects learned in classes are integrated into the practical world. On-floor experience provides much more professional experience, which is often worth more than classroom teaching.
- On-floor experience provides much more professional experience, which is often worth more than classroom teaching.
- Helps them decide if the industry and the profession is the best career option to pursue.
- Opportunity to learn new skills and supplement knowledge.
- Opportunity to practice communication and teamwork skills.
- Opportunity to learn strategies like time management, multi-tasking etc. in an industrial setup.
- Opportunity to meet new people and learn networking skills.
- Makes a valuable addition to their resume.
- Enhances their candidacy for higher education.
- Creating network and social circle and developing relationships with industry people.
- Provides opportunity to evaluate the organization before committing to a full-time position.

2.1.1.3. Benefits to Institute

- Build industrial relations.
- Makes the campus placement process easier.
- Improve institutional credibility & branding.
- Helps in retention of the students.
- Curriculum revision can be made based on feedback from Industry/students.
- Improvement in teaching learning process.

2.1.1.4. The proposed organizational structure of Training and placement cell is as follows

The Internship Cell is led by Internship Governing Council comprising of Principal, Nodal Officer/TPO, and Departmental Coordinator(s). The Cell may further have Department-level Faculty Coordinators. Additionally, Student Coordinators shall be appointed from each Department by the nominated Faculty for efficient outreach to students. The following chart illustrates the Governance structure envisaged for the Cell.



The Internship Cell shall be responsible for the proper functioning of the Internship processes at the institute. The overall role of the Cell is of a facilitator and counsellor for Internship related activities. The brief activities of the Cell would include :

- Work to identify projects linked to the local industry needs and create a pool available.
- Conceptualize a digital portal where they can register experts, industries, organizations, mentors, faculty members which are visible to students.
- Maintain a uniform record-keeping mechanism. Ensure that the evaluation rubrics are implemented as per the mandate of NEP – 2020, affiliating University norms, GRs released by Government of Maharashtra, and / or National Credit Framework by UGC.
- Streamline internship selection process including, but not limited to Resume Screening, PPTs, Tests, GDs, Interviews, etc.
- Map students to student coordinators from the department. They are first point of contact in the Cell and would help throughout the process – answering all queries and managing the whole process.
- The Student Coordinators in consultation with the department faculty shall carry out the task of resume verification at the start of the academic session(s) as per guidelines issued by the Nodal Officer from time to time.
- Ensure protection of students in case of any offenses by the organizations. The Nodal Officer (TPO) shall be the final arbiter on such matters.

2.2. Internship Guidelines

2.2.1. General Guidelines

Industrial training is proposed as per the curriculum structure issued by Dr. Babasaheb Ambedkar Technological University, Lonere – 402 103, as per AICTE’s New Education Policy, NEP – 2020.

Minimum numbers of credits, duration of the industrial training are as per the curriculum structure issued by the affiliating University and may vary for various UG programs as per recommendations of the respective Board of Studies from time to time.

Industrial training is normally non-compensated. In some cases the industry / organization may offer small compensation / stipend to the students. The training program shall be completed during the summer vacations after summer examinations of respective academic year.

Execution Mode

1. Internship / Industrial training for short duration (01 – 04 weeks) during summer vacation as specified in table – 1. (sr. 1 – 3)

2. Full time internship cum project in industry or in research organizations (like DRDO, DIAT, ISRO / IITs and NITs / Indian Universities / Foreign Universities) offered in 8th semester for final year students as per curriculum structure (sr. 4)

OR

3. Full time internship in industry offered in 8th semester for final year students in addition, inhouse project as per curriculum structure (sr. 4)

Table – 1 : General Guidelines

Sr.	Suggested Schedule	Suggested Duration	Activities	Credits
1	First year	01 – 02 weeks <i>during summer vacation</i> after summer examinations of the academic year (i.e. after semester – II) (Optional – not compulsory)	<ul style="list-style-type: none"> • Inter / Intra-Institutional activities. • Additional s/w training of interest 	00
2	Second year	02 – 03 weeks <i>during summer vacation</i> after summer examinations of the academic year (i.e. after semester – IV)	<ul style="list-style-type: none"> • Industries • Government Organizations • Unnat Maharashtra Abhiyan (UMA) / NGOs • IITs / NITs / R&D centres • Entrepreneurship 	as per curriculum structure of the respective program
3	Third year	03 – 04 weeks <i>during summer vacation</i> after summer examinations of the academic year (i.e. after semester – VI)		
4	Final year (Eighth Semester)	02 – 04 Months as per availability during the academic session.		

Every student is required to submit a report containing documentary proofs of the activities done by her / him. The evaluation of these activities will be done by Program Head / Cell In-charge / Project Head / TPO / Faculty mentor of the respective program, Industry Supervisor or as specified by the Head of Department from time-to-time.

2.2.2. Guidelines for Students

The Training and Placement Cell will co-ordinate industrial training / internship for students in industries / organization after fourth, sixth, and in the eight semester(s) as per affiliating University (DBATU, Lonere) guidelines.

Good opportunities are made available for internship / industrial training by AICTE. The students can refer AICTE internship / industrial training website <https://internship.aicte-india.org> and get benefits of better opportunities across the country. The procedure for applying industrial training / internship is given below:

Step 1: Student can browse and apply for internships / industrial training via AICTE's Internship Portal. Industry will select the student based on their selection criteria and will send a provisional offer letter / provisional confirmation (by approving on the portal) to the student.

OR

Student can apply for internship / industrial training by submitting request letter issued by the institute TPC (Training Placement Cell / Departmental TPO coordinator). Student can submit copy of the same letter to multiple industries / organizations where s/he wants to apply.

Step 2: Students need to obtain NoC (No Objection Certificate) from the TPC (Training Placement Cell / Departmental TPO coordinator) of institute and send it to the industry supervisor, who will approve and send the final offer letter to the students via Email / Post.

Step 3: Student will join concerned Industry / Organization for Internship on the date as communicated in the final offer letter / Email Confirmation received from the industry / organization. The student has to send the joining letter to her / his department within one week after joining for the training / internship.

Step 4: Student will undergo industrial training at the concerned Industry / Organization. During the internship, Faculty Mentor will evaluate(s) the performance of students once / twice either by visiting the Industry / Organization or through obtaining periodic reports from students.

Step 5: Student will submit training report to the industry / organization at the end of internship. The student will also submit copy of the training / internship report to her / his department in the institute as per prescribed format by the department / institute.

Step 6: On successful completion of the Internship, Industry / Organization will issue Internship Certificate to the student.

Step 7: Student will be evaluated as per evaluation criteria as defined by the institute / affiliating University guidelines.

2.3. Internship Report

2.3.1. Student's Dairy / Daily Logbook

The main purpose of writing daily diary is to cultivate the habit of documenting and to encourage the students to search for details. It develops the students' thought process and reasoning abilities. The students should record in the daily training diary the day-to-day account of the observations, impressions, information gathered, and suggestions given, if any. It should contain the sketches & drawings related to the observations made by the students. The daily training diary should be signed after every day by the supervisor/ in charge of the section where the student has been working. The diary should also be shown to the Faculty Mentor visiting the industry from time to time and got ratified on the day of his visit. Student's Diary and Internship Report should be submitted by the students along with attendance record and an evaluation sheet duly signed and stamped by the industry to the Institute immediately after the completion of the training. It will be evaluated based on the following criteria:

- Regularity in maintenance of the diary.
- Adequacy & quality of information recorded.
- Drawings, sketches, and data recorded.
- Thought process and recording techniques used.
- Organization of the information.

2.3.2. Internship Report

After completion of Internship, the student should prepare a comprehensive report to indicate what he has observed and learnt in the training period. The student may contact Industrial Supervisor/ Faculty Mentor/TPO for assigning special topics and problems and should prepare the final report on the assigned topics. Daily diary will also help to a great extent in writing the industrial report since much of the information has already been incorporated by the student into the daily diary. The training report should be signed by the Internship Supervisor, TPO and Faculty Mentor. The Internship report will be evaluated based on following criteria :

- Originality.
- Adequacy and purposeful write-up.
- Organization, format, drawings, sketches, style, language etc.
- Variety and relevance of learning experience.
- Practical applications, relationships with basic theory and concepts taught in the course.

2.4. Monitoring and Evaluation of Internship / Industrial Training

2.4.1. Evaluation by Industry

The industry will evaluate the students based on the Punctuality, eagerness to learn, Maintenance of Daily Diary and skill test in addition to any remarks.

2.4.2. Monitoring / Surprise visit by TPO/ Staff/ Faculty Mentor

TPO / Staff / Faculty Mentor of the institutes will make a surprise visit to the internship site, to check the student's presence physically, if the student is found absent without prior intimation to the T & P Cell, entire training will be cancelled. Students should inform the TPO, faculty mentor as well as the industry supervisor at least one day prior to availing leave by email. Students are eligible to avail 1-day leave in 4 weeks and 2 days leave in 6 weeks of the internship period apart from holidays and weekly offs.

2.4.3. Evaluation through Seminar presentation / Viva Voce at Institute

The student will give a seminar based on his training report, before an expert committee constituted by the concerned department as per norms of the institute. The evaluation will be based on the following criteria :

- Quality of content presented.
- Proper planning for presentation.
- Effectiveness of presentation.
- Depth of knowledge and skills.
- Attendance record, daily diary, departmental reports shall also be analysed along with the Internship Report.
- Seminar presentation will enable sharing knowledge & experience amongst students & teachers and build communication skills and confidence in students.

2.4.4. Mapping of Internship program outcomes with NBA graduate attributes

Sr.	Graduate Attributes from NBA	Proposed Activities	Outcome
1	Engineering Knowledge : Apply the knowledge of mathematics, Science, Engineering fundamentals, and an engineering specialization for the solution of complex engineering problems	Practical experience during industrial internship/ Project work	An ability to apply knowledge in application of engineering techniques, tools, and resources on the project. The application of systematic engineering design processes appropriate to the internship program.
2	Problem analysis : Identify, formulate, research literature, and analyze complex engineering problems reaching a substantiated conclusion using first principles of mathematics, natural sciences, and engineering sciences	Working for Consultancy / research projects in the institutes	Helping Faculty members in their research and consultancy projects will help student learn research methodologies and analytical tools and will develop an ability to use appropriate knowledge and skills to identify, formulate, analyze, and solve complex engineering problems to reach substantiated conclusions

3	Design / development of solutions : Design solutions for complex engineering problems and design system components or processes that meet the specified needs with appropriate consideration for public health and safety and cultural, societal, and environmental considerations	Innovation / Entrepreneurship Activities: Participation in Innovation Competitions, Idea completions, Hackathons etc.	An ability to design solutions for complex, open-ended engineering problems and to design systems, components or processes that meet specified needs with appropriate attention to health and safety risks, applicable standards, and economic, environmental, cultural, and societal considerations
4	Conduct investigations of complex problems	Project work/ industrial training/ International Internships or advanced engineering courses are considered for meeting internship credit requirements.	Global competitiveness and employability of students will be enhanced
5	Modern tool usage : Create, select, and apply appropriate techniques, resources, and modern engineering and IT tools, including prediction and modelling of complex engineering activities, with an understanding of the limitations	Work on the modern tools, processes being used in the industry. Where possible interns should expose themselves to advanced tools like simulation and modelling.	Will be able to use modern tools and processes to solve the live problems.

2.5. Internship cum Industrial Project (Refer Table – 1, Sr – 4)

Final year students can avail the facility of internship for one complete semester during their eighth semester of the academic year. Simultaneously, major project work is also required to be completed by the students. The options available are

Option – 1 : Internship in industry / organization along with major project of one's interest in inhouse mode. In this case the student / group of students is allowed to work on inhouse project of interest while completing internship in industry. In this case s/he has to visit the institute as when required or called by the departmental project supervisor to check the progress.

Option – 2 : Internship in industry / organization along with major project as offered by the industry / organization. Progress will be monitored by the industry supervisor and the institutional guide with mutual understanding and guidelines issued by the department. The project report on Internship cum Industrial Project must be submitted to the department for fulfilment of requirements for award of degree as per curriculum structure issued by the University from time to time.

3. Student Resources : Internship Programs and Platforms

3.1. Government Internship Programs

- AICTE Internship : <https://internship.aicte-india.org/>
- NITI Ayog Internship : <https://www.niti.gov.in/internship>
- TULP Internship Program :
https://smartcities.gov.in/The_Urban_Learning_Internship_Program

- Digital India Internship :
<https://www.meity.gov.in/writereaddata/files/Digital%20Internship%20Scheme%202023%20%281%29.pdf>
- Directorate General of Foreign Trade Internship program :
<https://www.dgft.gov.in/CP/?opt=intership-scheme>
- National Commission for Scheduled Tribes Internship :
<https://ncst.nic.in/sites/default/files/2021/Internship/3677>
- Corporate Affairs Ministry Internship program :
<https://www.mca.gov.in/bin/dms/getdocument?mds=aC%252B%252F82boz%252FD%252FdHcFkAAJ0A%253D%253D&type=open>
- Finance Ministry Internship program : <https://dpe.gov.in/schemes/scheme-intership>
- Women and Child Development Ministry Internship program :
https://wcd.nic.in/sites/default/files/Internship%20Guideline.._0.pdf
- Ministry of Culture Internship programs : <https://nationalmuseumindia.gov.in/en/national-museum-intership-programme>

3.2. Online Platforms for Internships

- Internshala : <https://internshala.com/>
- LetsIntern : <https://letsintern.in/>
- Twenty19 : <http://twenty19.com.testednet.com/>
- HelloIntern : <https://hellointern.co/>
- Freshersworld : <https://www.freshersworld.com/>
- Youth4work : <https://www.youth4work.com/>
- Freshersnow : <https://www.freshersnow.com/internships-in-delhi/>
- Zuno by Foundit : <https://www.foundit.in/zuno/>
- LinkedIn :
<https://www.linkedin.com/jobs/internshipjobs/?currentJobId=3647611763&originalSubdomain=in>
- Well Found (earlier, AngelList Talent) : <https://wellfound.com/location/india>
- Indeed : <https://in.indeed.com/jobs?q=internships&l=&vjk=fd2d4f96a2564717>
- Naukri.com : <https://www.naukri.com/internship-jobs>
- Times Jobs : <https://www.timesjobs.com/jobs-by-roles/intern-jobs>
- NGO Box : https://ngobox.org/job_listing.php
- CSR Box : <https://csrbox.org/>

4. Formats



Loknete Shamrao Peje

Government College of Engineering, Ratnagiri

(affiliated to Dr. Babasaheb Ambedkar Technological University, Lonere, Dist. Raigad) (Konkan Railway)

Near Thibaw Palace, Ratnagiri – 415612 (Maharashtra)

Email : principal@gcoer.ac.in / tpo@gcoer.ac.in

website: www.gcoer.ac.in

Mobile No: 8793284358

■ Year of Establishment : 2021 ■ AICTE Permanent ID : 1-9442079401 ■ DTE Code : 3042

GCoER / T&P / / 20__ - __ /

Date :

To

The HR Manager

Subject : Request to provide internship / training to the students of our institute.....

Dear Sir / Madam

Loknete Shamrao Peje Government College of Engineering, Ratnagiri is established by Government of Maharashtra by GR :

शासन निर्णय क्र. टीईएम-२०२०/प्र. क्र.१८४/तांशि -४ दिनांक : २५ मार्च २०२१

with the vision to enhance and empower technical education, specially higher engineering education, in the rural and deep Konkan region in order to produce technically sound / skilled manpower. The institute is affiliated to Dr. Babasaheb Ambedkar Technological University, Lonere, Dist. Raigad (Konkan Railway).

As per the *National Education Policy – 2020 (NEP 2020) of Government of India*, and as a part of credentials relevant academic achievements to acquaint the youth with industry environment and systems, it is mandatory for the students to undergo industrial internship and training program during summer vacations after the end of every academic year.

With this letter, it appealed to provide internship / training opportunity to our students in your esteemed organization to enhance their technical skills and train them as industry-competent.

Thanking you

Yours sincerely

(for Principal)

T & P officer / Head of Department

Encl : (1) List of recommended students (2) Joining Letter (3) Certificate format (4) Attendance Report (5) Supervisor's Evaluation

List of recommended students for internship / training at your esteemed organization

Following student(s) are the bonafide students of Government College of Engineering, Ratnagiri and recommended for internship / training program in your esteemed organization.

Sr. No.	PRN No.	Name of the student	Program	Semester / Year
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

(for Principal)

T & P officer / Head of Department

List of Programs

1. Artificial Intelligence and Data Sciences (AI & DS)
2. Civil & Infrastructure Engineering (C & I)
3. Electrical Engineering (EE)
4. Food Technology and Management (FTM)
5. Mechatronics Engineering (MX)

Joining Letter / Report

(to be submitted by the students to the institute along with Certificate after completion of the internship)

I, Mr/Ms (*name*) _____ PRN No. _____
of (*program*) _____ has joined the industry for internship /
training program on (*date*) _____ in (*industry name*)
_____ and reported the officer.

(Signature of the student)

Date :

Reporting authority / representative of the industry

< on organization letterhead >

Certificate

This is to certify that Mr / Ms _____
PRN. No. _____ of _____ Engineering has
successfully completed internship / training at _____
during the period from _____ to _____ and relieved on _____ to join her / his
institute.

Signature of the industry /organization authority with seal

Date:

STUDENT'S UNDERTAKING

(to be submitted by the students to the institute before joining the training / internship)

I, Mr / Ms (name in BLOCK CAPITALS) _____

of **I / II / III / IV year** student of _____ Engineering, PRN No. _____

residence at (Local Address) _____

(Permanent Address) _____

abide by the following conditions of internship / industrial training :

1. Ready to undergo for this internship / industrial training as a part of curriculum / even though not is a part of curriculum, for betterment of my career.
2. I will strictly follow all the discipline, rules and regulations of the industry / organization.
3. It is known to me that the training period will not be cancelled but likely to be changed as per vacation declared by the University from time to time and availability of seat in the industry for training.
4. I am fully aware that I will not get any stipend, travelling allowance, residential, food charges and other incidental expenditure during the entire training period from the institute or from the industry / organization.
5. I know that the institute or the industry / organization will not be responsible for any loss or damage to the property or personal injury due to any accident during the training period.

Name of the industry / organization : _____

Provisional dates of internship / training program (from) _____ to _____.

Date :

Student's Signature :

Place : Ratnagiri

Name :

ATTENDANCE SHEET

Name & Address of the Organization

Name of the Student	
PRN No.	
Branch	
Date of Commencement of Training	
Date of Completion of the Training	

Month & Year :

Week / Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday / Sunday
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						

- Attendance Sheet should remain affixed in Daily Training Diary.
- Holidays should be marked in Red Ink in attendance column. Absent should be marked as 'AB' in Red Ink.

Name & Signature of Supervisor

Date :

<on organization letterhead>

Supervisor's Evaluation of Intern

Name of the Student	
PRN No.	
Branch	
Date of Commencement of Training	
Date of Completion of the Training	

Parameter / Remark	Needs Improvement	Satisfactory	Good	Excellent
Shows interest in work				
Learns Quickly				
Cooperates with workers & Supervisors				
Demonstrates Organizational Skills				
Communication Skills				
Is Punctual?				
Accepts Responsibility				
Problem Analyzing Skills				
Follows Organization Rules and Ethics				
Overall Behavior				

Overall performance of the student / intern (please tick one) :

Needs improvement / Satisfactory / Good / Excellent

Additional Comments, if any :

Name & Signature of Supervisor

Date :