**FORMS**

1. **Confidential report by the Head of the Department**
2. **Name of the Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. **Name & address of the Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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1. **Date of Internship: From:\_\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_\_ To \_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_**
2. **Tasks assigned to the intern**

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1. **Quality of the work done by the intern**

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1. **Whether you would consider him/her for employment in future**

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1. **Your opinion about his/her work**

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**Date:**

**Signature and Seal**

1. **Confidential Evaluation Form**

Note: Please tick(√) below the column to signify the response that suits your evaluation.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SL.NO.** | **CRITERION\*** | **EXCELLENT** | **GOOD** | **AVERAGE** |
| 1 | Punctuality |  |  |  |
| 2 | Willingness to learn |  |  |  |
| 3 | Reception of feedback |  |  |  |
| 4 | Taking initiatives |  |  |  |
| 5 | Analytical skills |  |  |  |
| 6 | Research skills |  |  |  |
| 7 | Writing skills |  |  |  |
| 8 | Meeting deadlines |  |  |  |
| 9 | Adjusting to work environment |  |  |  |
| 10 | Working in a team |  |  |  |
| 11 | Knowledge of relevant laws |  |  |  |
| 12 | Communication skills |  |  |  |

**Date:**

**Signature and Seal**

**\*Parameters may vary depending on the nature of internship.**