

GOVT. POLYTECHNIC COLLEGE, KOTA

TRAINING RATING SHEET

This rating sheet summaries the assessment of the students professional personality as well as progress observed by the training officer of the factory/establishment during the training :-

1. Name of Student : _____
2. Enrol. No. : _____ Branch : _____
3. Name of Polytechnic College : _____
4. Training Period : From _____ To _____
5. Name of Training Establishment : _____

(A) PERSONALITY TRAILS :

The following personality trails can be rated of Excellent (E) / Good (G) / Average (A)/ Poor (P) :

- | | |
|---|---------|
| 1. Knowledge & application of Fundamental | E/G/A/P |
| 2. Problem solving ability | E/G/A/P |
| 3. Ability to communicate | E/G/A/P |
| 4. Punctuality | E/G/A/P |
| 5. Sense of Responsibility | E/G/A/P |

(B) PROGRESS REPORT :

1. Aptitude for Training : _____
2. Performance during the Training : _____
3. Short coming, if any : _____
4. Working hours completed during Training _____

Date of Issue

Manager / Owner of the
Establishment (Seal & Signature)

Training Officer
(Seal & Signature)

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1. This rating sheet must be sent to Principal of the Polytechnic College by the organisation under sealed cover through the trainees.
 2. 1 to 5 must be filled by office of the Principal of Polytechnic College before handing over to the student trainee in duplicate, and the student trainee must be asked to bring back one copy of the sheet under sealed cover and that must be handed over to Head of Department.
 3. After assessment the original can be handed to the student, if required, but a photocopy (supplied by student) of the same will kept in record.