

Dear Sir / Madam,

We appreciate your valuable contribution in the development of our student and are highly obliged for the same. We are keen to receive your feedback about the performance of our student during his/her internship with you. We request you to spend some time to evaluate our student based on the below mentioned performance parameters on the following rating scale.

1 – Below Average 2 – Average 3 – Good 4 – Excellent

Sr. No.	Performance Parameters	1	2	3	4
1	Willingness to Learn				
2	Grasp of subject				
3	Attitude towards Work				
4	Communication Skills				
5	Interpersonal relations/teamwork				
6	Technical Skills				
7	Attendance & Punctuality				
8	Overall Performance				

Name of the Student: _____ Roll No: _____

Academic Year: _____ Branch & Division: _____ Semester: _____

Mobile No: _____ Email Id: _____

Nature of work done during internship –

Nature of the Organization: _____

Address: _____

Period of Internship: From _____ To: _____

Name of the Reporting Officer: _____

Designation: _____

Mobile No: _____ Email Id: _____

Signature of the Reporting Officer