



**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**  
Sector – 16 C Dwarka, New Delhi – 110078 (India)

Ref: GGSIPU/USMS/2014/5676

November 20, 2014

**NOTICE**

**Attention: Students of MBA IInd Year General and Financial Markets**

As part of your summer training project report you are required to get the performance appraisal form filled up from the concerned organization. You are directed to get two copies of this form signed in original with the seal/stamp of the organization and place them in the final report after the certificates. The summer training project appraisal form is attached with this notice also and is in the syllabus also.

(Prof. Sanjeev Mittal)  
Dean, USMS

20/11/14

Urgent Academic Cell

Faculty, HOD

to

Underfile Classmate

HOD-~~MBA~~

CPC -

Academic Control -

Class Incharge -

Program Coordinator ~~MBA~~

All Students.

  
22/11/14

# SUMMER TRAINING APPRAISAL

Annexure A

*Student's Name:*

*Programme:*

You are requested to provide your opinion on the following parameters.

<i>Outstanding</i>	<i>Good</i>	<i>Satisfactory</i>	<i>Unsatisfactory</i>
<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>

1. Technical knowledge gathered about the industry and the job he/she was involved.
2. Communication Skills: Oral / Written / Listening skills
3. Ability to work in a team
4. Ability to take initiative
5. Ability to develop a healthy long term relationship with client
6. Ability to relate theoretical learning to the practical training
7. Creativity and ability to innovate with respect to work methods & procedures
8. Ability to grasp new ideas and knowledge
9. Presentations skills
10. Documentation skills
11. Sense of Responsibility
12. Acceptability (patience, pleasing manners, the ability to instill trust, etc.)
13. His/her ability and willingness to put in hard work
14. In what ways do you consider the student to be valuable to the organization? Consider the student's value in term of: (a) Qualification   
(b) Skills and abilities   
(c) Activities/ Roles performed
15. Punctuality

Any other comments \_\_\_\_\_.

Assessor's overall rating

Assessor's Name:

Designation:

Organization name and address:

Email id:

Contact No: