

# DAV College of Engineering & Technology

Kanina, Mohindergarh Haryana-123027

## TRAINING ATTENDANCE RECORD OF 8<sup>th</sup> SEMESTER STUDENTS

1. Name of the student :
2. Roll No. :
3. Branch :
4. Name of company :  
With Address

S.No.	Month	Total No. of working days	No. of days attended	Dates of absence
1.	January 2013			
2.	February 2013			
3.	March 2013			
4.	April 2013			
5	May 2013			

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

(Official stamp with date)

**Please post it to:**

Head (T & P)  
DAV College Of Engg. & Technology  
Kanina, Mohindergarh  
Haryana-123027

**STRICTLY CONFIDENTIAL**

**DAV College of Engineering & Technology**

**Kanina, Mohindergarh Haryana-123027**

**PROJECT REPORT OF INPLANT TRAINEES**

(To be filled by Department Head in Industry)

Name of industry .....			Name of student .....		
Department: .....			Roll No .....		
Training Report: From..... 2013 to..... 2013			Branch .....		
Sr.No	Area	Point to be Considered	Total Mark	Marks Awarded	Remarks
1	Knowledge of work	Fundamental knowledge about project/work assigned	10		
2	Project/Practical skills	Comprehensive knowledge about the project/job assigned and the level of competency	10		
3	Punctuality about the work/job assigned		5		
4	Maturity and Initiative	Whether he/she needs constant supervision or can proceed independently	5		
5	Dealing with workers and colleagues	His/her behavior, attitude, manners and communication skills	5		
6	Application	How far he/she applies his/her mind to the work? His/her innovative tendencies/development	5		
7	Training diary	The quality and regularity with which he/she maintains the diary.	5		
8	Punctuality attendance and safety	Does he/she comes in time and is he/she regular? His/her concern about safety and general discipline.	5		
		TOTAL Marks of Columns 1-8	50		

Name of assigning department head:

1. Signature .....  
Name.....  
Designation.....

Official stamp  
Date.....

2. Signature .....  
Name.....  
Designation.....

Official stamp  
Date.....

N.B:

1. The assessment by the industry is incorporated in preparing the semester results of a trainee for the award of final degree.
2. The officer incharge assessment is requested to return this assessment form duly completed in all respects within one week positively **in a confidential cover.**

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Signature of trg. and placement Head with date  
**DAV College of Engg. & Technology, Kanina**