



राष्ट्रीय प्रौद्योगिकी संस्थान सिलचर National Institute of Technology Silchar

(राष्ट्रीय महत्व का संस्थान)

(An Institute of National Importance)

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DEPARTMENT OF MANAGEMENT STUDIES

To

The Evaluator,

Greetings from Department of Management Studies, National Institute of Technology Silchar.

As a part of the two year MBA Programme, the SIP (Summer Internship Programme) is designed to give the students an exposure of the practical dimensions of business and its functioning.

We hope the intern associated with your organization is utilizing your expertise and learning the meaningful dimensions of Business and its Environment.

In order to make the teaching-learning process more holistic kindly fill up the feedback form so as to help us understand your assessment.

Your valuable feedback will help us to improve our MBA Programme and make it more pragmatic and useful for the students and the industry.

SIP is a 6 (six) credit course in the MBA Program of NIT Silchar. Therefore, your feedback is very important to evaluate the student as you are assessing their performance. The feedback form is enclosed herewith. You may send it through e-mail to domsnits.head@gmail.com or by post to the Department.

Thank you for your valuable support.

Yours Sincerely


Head, DoMS
NIT Silchar

Head
Dept. of Management Studies
NIT Silchar

Summer Internship Feedback Form

Date:

Intern's Name:..... Batch:.....

Company Name:.....

Address:.....

Department (in which the training has been done, can be more than one):.....

Mentor's Name.....

Mentor's-mail id& Contact Number:.....

Part A: General Intern Performance

Instructions: Please rate the student intern on each of the following job dimensions. For each dimension, sample behaviors of excellent and satisfactory performance are listed as guidelines:

Please mention the intern's duties and responsibilities

.....

.....

.....

.....

Performance Rating Scale:

1= Unsatisfactory - did not meet expectations

2 = Fair - somewhat met expectations, but need improvement

3= Satisfactory - met expectations

4 = Good - met and exceeded expectations

5= Excellent - far exceeded expectations

1. Attitude/Effort: His/her attitude and efforts towards the work & duties assigned during internship.

	1	2	3	4	5
Ability to meet deadlines					
Keen to take on extra duties					
Seeks out opportunities					
Always make a contributions in work					
Always Takes initiative					

2. Works Independently: His/her ability to work independently to complete tasks with minimum supervision.

	1	2	3	4	5
Always submit assignments timely					
Complete tasks effectively					
Tasks are fully completed					
Team player/assists others					
Needs constant supervision/help					

3. Adaptability: His/her ability to adjust to new work requirements, directions with a minimum loss of efficiency.

	1	2	3	4	5
Response to feedback					
Attitude towards change to work duties					
Acceptance to criticism and modifications in behavior/task accordingly					
Ability to accommodate to new directions/tasks					
Needs constant supervision/help					

4. Interpersonal Skills: Degree to which intern gets along with others (co-workers, supervisor, clients).

	1	2	3	4	5
Ability to work well in groups					
Professional behaviour with co-workers					
Effective and cooperative relationships with co-workers					
Ability to follow direction					

5. Reliability: Consider of absences or degree of regularity in coming to work on regularly scheduled work days during the period.

	1	2	3	4	5
Punctuality & Regularity					
Arrives on time or early					
Absence planned/non-disruptive					

6. Ability to learn: His/her ability to understand/grasp new ideas, opinions & instructions.

	1	2	3	4	5
Interest in learning new tasks					
Actively seeks out information					
Continually improvement in job performance					
Accept new ideas and instructions					

Additional Feedback/Comments

(1) What are the areas of expertise you look for in your future potential employee?

(2) To what extent those expertise are visible within the intern?

(3) What are additional functional area knowledge you expected the intern to have?

(4) What were the strengths of this intern?

(5) What were the weaknesses of this intern?

(3) Are you willing to take interns in next year? (Indicate one) Yes No If no, why not?

(4) What qualifications would you like to see in future interns?

(5) If an opening became available in your firm, would you consider this student for a full- time position? Yes No

6) How would you assess the intern's overall performance in the scale of ten?

7) Any additional comments or recommendations.

Signature of Evaluator (with official Seal)

Date

Thank you for your time in completing this evaluation