

Kohat University of Science & Technology, Kohat

Department/Section/Centre _____

Monthly Performance Report & Monthly Attendance Record of Interns(National Internship Program) For the Month of _____, 2016

S.No	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
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Please rate the following aspects of your Intern (s) on the basis of this scale for evaluation of their performance:

(1) Unsatisfactory, (2) Uncomplimentary, (3) Fair, (4) Commendable (5) Exceptional

Characteristics	Score
Attendance & Punctuality	
Behaviour Towards Learning Objectives	
Professional & Career Development Skills	
Interpersonal & Teamwork Skills	
Improvement in Learning	

Director/Chairman/Head of Section