

PERFORMANCE EVALUATION OF APPRENTICE
Year 2016-2017

(To be submitted to Board alongwith the **Employment Information Proforma** of each apprentice)

PART A: GENERAL INFORMATION

1. Category of Apprentice

(Graduate / Technician / Technician (Vocational): _____

2. Apprentice details

(i) Name of the Apprentice : _____

(ii) Registration Number of contract of Apprenticeship : _____

(iii) Period of training : From _____ To _____

3. Establishment details

(i) Name of the Training Establishment : _____

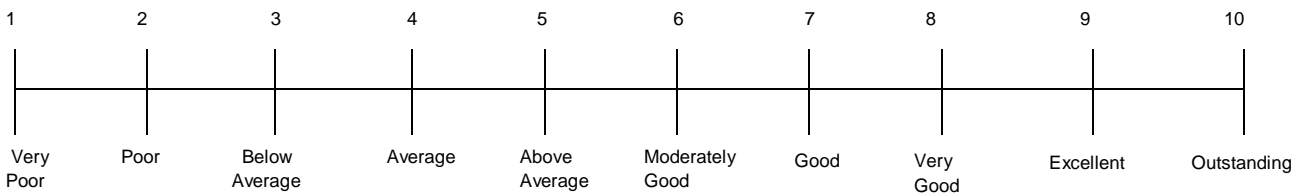
(ii) Establishment User ID : _____

4. Industry Sector

(Central / State Govt / PSU / Private) : _____

5. Role / Profile during training : _____

PART B: ASSESSMENT: [Points to be awarded on 1 to 10 scale]



Sr. No.	Skill Set	Set Standard on scale of 1 to 10	Entry level assessment	At the end of 1 st quarter	At the end of 2 nd quarter	At the end of 3 rd quarter	At the end of 4 th quarter	At the completion of the training period
			Date :	Date :	Date :	Date :	Date :	Date :
1. GENERAL ATTRIBUTES								
	Communication Skill							
	Leadership Skill (Team Work / Cooperation)							
	Multi Tasking Skill (Flexibility)							
	Time Management Skill (Punctuality & timeliness)							
	Discipline & Conduct							
	Attitude							
	Safety Consciousness							

2. TECHNICAL /TRADE SKILL							
Technical/Job related knowledge(theoretical/ conceptual)							
Job Skills(Technical skills/specialisation) a) b) c)							
Analytical & problem solving skills							
Innovation & Creativity							
3. Performance							
Quality and accuracy of work							
Productivity							

Overall Assessment of Apprentice:

Quarter	Strengths	Shortcomings	Development needs
1 st Quarter			
2 nd Quarter			
3 rd Quarter			
4 th Quarter			
At the completion of the training period			

Name & Designation of the Training Officer (s)	Signature with Date				
	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	At the completion of the training period

Remarks of Apprentice on the Performance Evaluation by Training Officer (s):

Signature of Apprentice: _____

Date :-

Name of the Apprentice: _____

Remarks :

Training Officer (s)

Section Head

H R Head

Signature with Establishment Seal