

**INDUSTRIAL PRACTICE SCHOOL :: K. L. DEEMED TO BE UNIVERSITY**

**FORTNIGHTLY PROGRESS REPORT (PS \_\_, A.Y. 20\_\_ - \_\_)**

1.Name of the Student		2.University ID No.		3.Branch			
4.Regional Office		5.Practice School Company					
6.Company Guide		7.University Guide					
8.Project Title (Should be uniform for fortnight reports)							
9.Fortnight No.	10.Commencing date of the fortnight	11.No. of working days		12.No. of days present		13. No. of Leaves availed	
		This fortnight	Till date	This fortnight	Till date	This fortnight	Till date
<b>Report on On-the-Job Engineer Training (OJET)</b>							
14.Achievements/Progress till date (Provide full details. Use additional paper, if required)							
15.Plan for the coming fortnight (mention in detail) <span style="float: right;">From: _____ To: _____</span>							
16.Exceptions, if any (such as time over run, unanticipated problems, etc.)							
Date: _____				Signature of the Student			
<b>Evaluation by University Guide &amp; Company Guide</b>							
17. Criteria for evaluation: a) student discipline, b) regularity, c) punctuality, d) commitment, e) willingness to work hard, f) attitude & behavior etc.					<b>Assessed by UG for 10 M per fortnight</b>		
(Signature of University Guide)							
18.Criteria for the evaluation: a) progress achieved during the fortnight on OJET, b) work engagement, c) ability to solve problems, d) knowledge application, e) professional behavior, f) team work, g) new ideas generated for the company, h) appreciations received etc.					<b>Assessed by CG for 30 M per fortnight</b>		
(Signature of Company Guide)							
19.Feedback, if any, to the student					<b>Total Marks for the fortnight (10+30=40 M)</b>		
(University Guide shall forward to the Assoc.Dean, Industrial Practice School)							