



Ref: No. GCWUF/YDC/20 / _____ F. ID: _____, D.ID: _____ Date: _____

ANNEX-1

STUDENT PLACEMENT FORM

DATE: / /

SEMESTER (please circle): Fall, Spring, Summer 20__

PERSONAL INFORMATION:

Name _____ Registration No. _____

Home Address _____

City & Province _____ Self Cell No. _____

E-mail Address: _____ PTCL (Home)/Father Cell No. _____

Current semester: _____ GPA/CGPA _____

HOME INSTITUTE/UNIVERSITY:

Department Name: _____ Degree/ Session _____

Institute/Organization _____

University Advisor/Mentor _____

Office email of mentor: _____ Mentor Cell No. _____

INTERNSHIP PLACEMENT:

Department (If Any) _____

Institute/Organization Name _____

Full Address _____

Site Supervisor _____ Site Supervisor Cell No. _____

Student-Intern Signature: _____

Faculty Advisor/Mentor Signature: _____

Head of Department Signature: _____

Stamp: _____

Convener Internship Office: _____

Stamp: _____

Note:

Submit one copy of this form to the internship office, and the reference number from the internship office will be used for all report submissions.



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ANNEX-2

Site Supervisor Evaluation Form

Site supervisor (name): _____ Designation: _____

Site supervisor (phone no): _____ Site supervisor (email): _____

Host Institution: _____

Student-intern (name): _____ Registration No: _____

Student department: _____ Reporting Period: _____

Report Number (Circle one number): **1** **2**

Instructions:

1. This form is to be filled by the site supervisor.
2. The following key is to be used for evaluation.

Key

- 1= Does not meet or inconsistently meets expectations (frequent problems, performance below acceptable level)
2 = Meets expectations (generally reliable, acceptable performance, some minor gaps may exist)
3 = Exceeds expectations (consistently strong performance, often above what is required)

	Criteria	Scoring Rubric		
1	Punctuality & Reliability: Arrives to work on time and proves dependable	1	2	3
2	Respect & Professional Conduct: Demonstrates respect for staff, policies, and norms; conducts self professionally in work-related scenarios	1	2	3
3	Understanding of Organization's Work: Shows requisite understanding and ability to learn about the organization's functions.	1	2	3
4	Workplace Skills: Exhibits basic skills required at the workplace	1	2	3
5	Initiative & Contribution: Takes initiative and seeks opportunities to contribute beyond assigned duties	1	2	3
6	Task Completion & Reporting: Completes assigned tasks and reports to supervisor on time	1	2	3
7	Teamwork: Demonstrates the ability to work effectively with others in a team	1	2	3
8	Overall Dependability & Professional Growth: Shows consistency, reliability, and development in professional behavior during internship	1	2	3
Total (rubric score)/ out of 24				
Total marks (same as rubric score)/ out of 24				

Site Supervisor signature: _____



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ANNEX-3

Student Internship Report & Activity Log

Intern Name: _____ Degree/ Session _____

Department: _____ Faculty Supervisor: _____

Host Institution: _____ Site Supervisor Name: _____

Reporting Period: _____ Report Number (circle one): 1 2

Section A – Student Internship Report (Filled by student intern)

1. **Task/s performed** (Describe the major duties and assignments completed.)

2. **Learning Experience** (Explain the skills and knowledge gained or refined).

3. **Challenges** (Detail difficulties faced and how they were handled)



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4. Organization & Structure (Present the report in a logical and coherent manner)

5. Language & Presentation (Use professional, clear, and error-free writing)

6. Timeliness & Completeness (Ensure the report is submitted on time and includes all required sections)



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Section B – Student Internship Activity Log (Filled by student intern)

Intern Name: _____ Registration No.: _____

Host Institution: _____ Advisor/Mentor: _____

Reporting Period: ____ / ____ / ____ – ____ / ____ / ____ (Day/Month/Year)

Instructions:

1. The student-intern has to fill out this form by recording major tasks performed.
2. The respective internship supervisor shall review and evaluate the student's activity log.
3. Activity log must be submitted to the Internship Office along with evaluation forms

Weeks	Tasks Performed	Number of Hours
Week #1		
Week #2		
Week #3		
Week #4		
Week #5		
Week #6		
Week #7		
Week #8		

Student-Intern signature: _____

Site supervisor signature: _____



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ANNEX-4

Faculty Supervisor Evaluation of Report & Activity Log

Instructions:

To be completed by the faculty supervisor after reviewing the student's report (Annex-3, Section A and Section B)

Key

- 1 = Does not meet expectations
- 2 = Inconsistently meets expectations
- 3 = Consistently meets expectations

Sr. no	Criteria	Scoring Rubric		
1.	Tasks performed	1	2	3
2.	Learning experience	1	2	3
3.	Challenges	1	2	3
4.	Organization and structure	1	2	3
5.	Language and presentation	1	2	3
6.	Timeliness and completeness	1	2	3
Total (rubric score)/ out of 18				
Total marks (same as rubric score)/ out of 18				

Faculty Supervisor Signature: _____ Stamp: _____



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ANNEX-5

Faculty Supervisor Overall Assessment

Instructions:

To be completed by the faculty supervisor to evaluate the student's overall discipline, regularity, professional attitude, and learning engagement during the internship (separate from Annex-4, which evaluates the report and log

Key

- 1 = Does not meet expectations
- 2 = Inconsistently meets expectations
- 3 = Consistently meets expectations

Sr. no	Criteria	Scoring Rubric		
1.	Discipline & Obedience: Student shows respect, follows faculty instructions, and complies with university norms.	1	2	3
2.	Regularity & Punctuality: Maintains consistent participation and regular contact with faculty and site supervisor.	1	2	3
3.	Communication & Responsiveness: Responds promptly and communicates clearly with faculty supervisor.	1	2	3
4.	Professional Attitude: Demonstrates responsibility, seriousness, and commitment to assigned work.	1	2	3
5.	Learning Engagement: Shows enthusiasm to learn, seeks feedback, and incorporates guidance.	1	2	3
6.	Growth & Readiness: Displays maturity, adaptability, and readiness for professional challenges.	1	2	3
Total (rubric score)/ out of 18				
Total marks (same as rubric score)/ out of 18				

Faculty Supervisor Signature: _____ Stamp: _____



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Final Grade Sheet (Faculty Supervisor Use Only)

Intern Name: _____ Registration No.: _____
Degree/session: _____ Department: _____

A. Site Supervisor Evaluation (Annex 2)	(40%)
Rubric total (out of 24): _____	
Marks awarded (max 24): _____	
B. Faculty Supervisor Evaluation of Report and Activity Log (Annex 4)	(30%)
Rubric total (out of 18): _____	
Marks awarded (max 18): _____	
C. Faculty Supervisor – Overall Assessment (Annex 5)	(30%)
Rubric total (out of 18): _____	
Marks awarded (max 18): _____	
D. Grand Total (60 Marks)	
Total Marks=A+B+C	
Total Marks (out of 60): _____	

Faculty Supervisor signature: _____ Stamp: _____

Head of Department signature: _____ Stamp: _____

Convener Internship Office: _____ Stamp: _____

Note:

1. This form will be filled out by the Faculty Supervisor. All marks will be the average of the mid and final reports.
2. Students are required to submit all signed reports to the Internship Office for record-keeping: Two reports, each of Annex II and Annex III. One report each of Annex IV and Annex V
3. All forms (mid and final reports, along with result sheets) must be submitted to the Internship Office at the end of the internship duration. No submitted forms will be returned, so students are advised to keep photocopies of all documents before submission.