

# Institute of Business Administration, Karachi

## INTERNEES APPRAISAL FORM

### I. GENERAL INFORMATION

Name of the organization: \_\_\_\_\_

Name of the supervisor: \_\_\_\_\_

Designation and department: \_\_\_\_\_

Name of the student: \_\_\_\_\_

Period of stay of Internee with the supervisor; from \_\_\_\_\_ to \_\_\_\_\_

### II. STUDENTS WORK HABIT

Supervisors are requested to rate the internee candidly along the attributes mentioned below:

	Marks out Of 10 each
Punctuality	_____
Regularity	_____
Productivity	_____
Relationship with others	_____
Initiative	_____
Maturity	_____
Confidence	_____
Analytical Ability/Creativity	_____
Ability to work hard	_____
Knowledge	_____
Total (out of 100 Marks)	=====

### GRADING PLAN FOLLOWED AT IBA

Marks (%age)	Grade		Marks (%age)	Grade
93+	A		73-76	C
90 - 92	A-		70 - 72	C-
87 -89	B+		67 -69	D+
83- 86	B		63 - 66	D
80 - 82	B-		60 - 62	D-
77 -79	C+		Below 60	Fail

**III. BRIEF DESCRIPTION OF WORK ASSIGNED**

---

---

---

---

---

---

**IV. OTHER COMMENTS AND SUGGESTIONS**

---

---

---

---

Supervisor's Signature \_\_\_\_\_

Date: \_\_\_\_\_

**V. CERTIFICATE OF H.R. DEPARTMENT**

This is to certify that Mr./Ms. \_\_\_\_\_  
has completed \_\_\_\_\_ weeks internship at our organization  
from \_\_\_\_\_ to \_\_\_\_\_

Name and Designation of H.R. Head \_\_\_\_\_  
\_\_\_\_\_

**We thank you on behalf of IBA for providing our students a chance to learn about practical and professional life.**