

## EVALUATION SHEET

Name : SHALINI DUNG DUNG  
 Training Center : ST. XAVIER'S COLLEGE SIMDEGA  
 Department (s) : \_\_\_\_\_

|                                                                                         | Fair | Good | Very Good                               |
|-----------------------------------------------------------------------------------------|------|------|-----------------------------------------|
| Punctuality                                                                             | —    | —    | Very good - on time                     |
| Regularity                                                                              | —    | —    | Very good                               |
| Obliging                                                                                | —    | —    | Very good and satisfied                 |
| Diligence                                                                               | —    | —    | Very good                               |
| Obedience                                                                               | —    | —    | Very obliging                           |
| Dutifulness                                                                             | —    | —    | Very good                               |
| Office Performance                                                                      | —    | —    | Learning is good                        |
| Over all Impression                                                                     | —    | —    | She is able to learn and performs well. |
| Any other remarks: <u>Shalini Dungdung is able to learn office work satisfactorily.</u> |      |      |                                         |

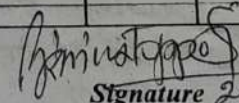
### Attendance Sheet:

March 2020

| 1  | 2  | 3  | 4  | 5  | 6  | 7                | 8                | 9                | 10               | 11  |
|----|----|----|----|----|----|------------------|------------------|------------------|------------------|-----|
|    |    |    |    |    |    |                  |                  |                  |                  |     |
| 12 | 13 | 14 | 15 | 16 | 17 | 18               | 19               | 20               | 21               | 22  |
|    |    |    |    |    |    | Shalini Dungdung | Shalini Dungdung | Shalini Dungdung | Shalini Dungdung | SUN |
| 23 | 24 | 25 | 26 | 27 | 28 | 29               | 30               | 31               | 32               | 33  |
|    |    |    |    |    |    | SUN              |                  |                  |                  |     |

April 2020

| 1   | 2                | 3                | 4                | 5                | 6                | 7                | 8  | 9  | 10 | 11 |
|-----|------------------|------------------|------------------|------------------|------------------|------------------|----|----|----|----|
|     |                  |                  |                  | SUN              |                  |                  |    |    |    |    |
| 12  | 13               | 14               | 15               | 16               | 17               | 18               | 19 | 20 | 21 | 22 |
| SUN | Shalini Dungdung | Shalini Dungdung | Shalini Dungdung | Shalini Dungdung | Shalini Dungdung | Shalini Dungdung |    |    |    |    |
| 23  | 24               | 25               | 26               | 27               | 28               | 29               | 30 | 31 | 32 | 33 |
|     |                  |                  |                  |                  |                  |                  |    |    |    |    |

  
 Signature 20/08/2020  
 Head of the Training Dept.  
 With Seal

**Principal**  
 St. Xavier's College, Simdega

20/08/2020