



DR. B.R. AMBEDKAR OPEN UNIVERSITY
DEPARTMENT OF BUSINESS MANAGEMENT
MBA (HOSPITAL AND HEALTH CARE MANAGEMENT)
INTERNSHIP EVALUATION FORM
(2.5 months or 10 weeks) (No. of credits: 6) (No. of Marks: 120)
FOR THE MONTHS FROM _____ TO _____

(To be filled by the Host Administrator or person in charge for supervising the intern(s))

Name of the Student : _____ HT No.: _____

Name of the Programme Centre: _____

Name & Place of the Host Hospital / Organization: _____

Name & Designation of the Administrator: _____

PARAMETERS OF EVALUATION		Please circle the relevant mark					
I. Understanding the Organization		(25 Marks)					
A	Vision/ Mission / Objective	0	1	2	3	4	5
B	Organizational structure	0	1	2	3	4	5
C	General functions in the Organization	0	1	2	3	4	5
D	Policies, Procedures of the Organization	0	1	2	3	4	5
E	Collateral functions of the Organization	0	1	2	3	4	5
2. Problem Identification		(25 Marks)					
A	Ability to identify problems	0	1	2	3	4	5
B	Ability to study and collect relevant information	0	1	2	3	4	5
C	Ability to use statistical tools	0	1	2	3	4	5
D	Ability to analyze information	0	1	2	3	4	5
E	Ability to offer feasible solutions	0	1	2	3	4	5
3. Record Writing / Submission		(20 Marks)					
A	Content of the records - facts, figures etc.	0	1	2	3	4	5
B	Analytical description of the work/activities done	0	1	2	3	4	5
C	Regularity in submission of records	0	1	2	3	4	5
D	Use of professional knowledge in records	0	1	2	3	4	5
4. Interpersonal relationship / Team Work		(15 Marks)					
A	Ability to adjust with and work harmoniously in teams	0	1	2	3	4	5
B	Sharing of information with executives/ employees	0	1	2	3	4	5
C	Ability to participate in meetings meaningfully	0	1	2	3	4	5
5. Observance of Organizations decorum and discipline		(15 Marks)					
A	Regularity and Punctuality	0	1	2	3	4	5
B	Observance of rules and regulations	0	1	2	3	4	5
C	Discipline	0	1	2	3	4	5
6. Overall Participation of the Intern		(20 Marks)					
A	Ability to make unique observations	0	1	2	3	4	5
B	Able to come up with creative solutions (think out of the box)	0	1	2	3	4	5
C	Feasibility of solutions in a practical way	0	1	2	3	4	5
D	Overall satisfaction of the mentor/supervisor	0	1	2	3	4	5
TOTAL MARKS (120 marks)							

TOTAL MARKS: 120

MARKS SECURED:

Date & Place: _____

Signature of the Administrator

Stamp/Seal of the Organization
