|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **QUARTERLY REPORT** | | | | |
| (As prescribed under the Training Guidelines ) | | | | |
| **(To be filled by Trainer)** | | | | |
| **(Part A)** | | | | |
| To, | | | | |
| **The Joint Director (Training & Placement)** | | | | |
| The Institute of Company Secretaries of India | | | | |
| ICSI House, 22, Institutional Area, Lodi Road, | | | | |
| New Delhi‐110 003. | | | | |
| **Training ‐Quarter Number: \_\_\_\_\_\_**  (Quarter shall begin on the date of commencement of training) | | | | |
| **Period from : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |
| **Dear Sir,** | | | | |
| **Name of the Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |
| **Registration Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |
| **Category of a Trainer: (Tick)** | | | | |
| Companies  **√** | Practicing CS | MCA | ROC | OL |
| Financial Institution | Law Firm | Consultancy Firm | IICA | RD |
| Others (Specify) |  | | | |
| **Name of the Trainer:** MARWADI SHARES & FINANCE LIMITED | | | | |
| **Training Commencement Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |
| **Grading on Each point of Appraisal be awarded by the Trainer with the following:** | | | | |
| **E** or **V** or **G** or **S** or **N** | | | | |
| **E=** Excellent ( =&>90%), **V**=Very Good (=>70% to<90%) | | | | |
| **G=** Good (=>60% to < 70%), **S**= Satisfactory (=>50% to < 60%) | | | | |
| **N=** Needs Improvement ( < 50%) | | | | |

1. **Attendance and Punctuality**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Particulars** | **No. of**  **days**  **worked in**  **Quarter** | **No. of**  **leaves** | **Weekly Offs** | **Total Days** | **Late Marks** |
| Current Quarter |  |  |  |  | -- |
| Carry forward from Previous Quarter (No. of Leaves) |  |  |  |  | -- |
| Brought forward to next Quarter (No. of Leaves) |  |  |  |  | -- |

|  |  |
| --- | --- |
| **Grading on Attendance and Punctuality** |  |

**2) Assignments handled during the Quarter:**

(Use separate sheet if required)

|  |  |  |
| --- | --- | --- |
| **Type of work handled (Insert Rows for information)** | **Details of Assignments handled / assisted** | **Grading** |
| Company Law |  |  |
| SEBI |  |  |
| Listing Agreement |  |  |
| Service Tax |  |  |
| Central Excise |  |  |
| Project Finance |  |  |
| Other (specify) |  |  |

**3) Soft Skills Acquired:**

|  |  |  |
| --- | --- | --- |
| **Particulars** | **Particulars of Assignments** | **Grading** |
| Written Communication Skills |  |  |
| Verbal Communication Skills |  |  |
| Power Point Presentations |  |  |
| Computer Skills |  |  |
| Interpersonal Skills |  |  |
| Leadership Abilities |  |  |

**4) Topic Given for Project Report: -\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Status of Project Report (Tick)** | **Not**  **Started** | **Started** | **Completed and**  **attached** | **Grading**  **(if completed)** |
|  | **√** |  |  |  |

**Date:**

**Place:** Rajkot

**Signature of the Trainer**

**PART B**

**(To be filled by Trainee)**

**5) Details of Mandatory Trainings Completed**

|  |  |  |
| --- | --- | --- |
| **Details** | **Organised by** | **Period (from ‐ to)** |
| Student Induction Programme(SIP) |  |  |
| SIP Exemption granted, if any |  |  |
| Executive Development Programme(EDP) |  |  |
| Professional Development Programme (PDP) |  |  |
| PDP Hours Completed so far |  |  |
| PDP Hours yet to be Completed |  |  |

**6) Articles written (if any)**

|  |  |
| --- | --- |
| **Title of the Article** | **Details of**  **Publication** |
| -- | -- |

**7) Seminars/ Programmes attended (if any)**

|  |
| --- |
|  |

**8) Plan of Action for the Next Quarter**

|  |
| --- |
|  |

I state that the contents of this report are true.

**Signature of the Trainee**

**Date:**

**Place:** Rajkot

**NOTE:**

This Report shall be submitted on quarterly basis on or before 30 days from the end of the quarter. Late submission and non-submission of report will be viewed seriously.