

## Recommendation Letter

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Subject: 6 Months Project Training w.e.f. January to June**

Dear Sir,

J.C. Bose University of Science & Technology (JCBUST), YMCA Faridabad (Erstwhile YMCA Institute of Engineering) was started as Indo-German Project and established in 1969 as a joint venture of the National Council of YMCAs of India, Govt. of Haryana and the Central Agencies for Development Aid, Bonn, Germany to impart high quality technical education to students on German pattern. The JCBUST, YMCA was established by Act XXI, of 2009 as a state university on 1-12-2009. The University is accredited grade 'A' by **NAAC** (National Assessment Accreditation Council). The University is fully funded by Haryana Government. YMCA, Faridabad is well known for its industry proven academic curriculum. Currently university offers B.Tech. (Civil Engineering, Computer Engineering, Information Technology, Electronics and Communication Engineering, Electronics and Instrumentation Control Engineering, Mechanical Engineering and Electrical Engineering), M.Tech. in various disciplines, BCA, MCA, B.Sc (Animation & Multimedia), M.Sc, MA (JMC), BBA, MBA and Ph.D programs.

Over the years, the University has acquired high recognition among leading industries. Our students have been well accepted by the industries.

**The salient features of our academic program are as such:**

- Theory and Workshops curriculum are divided in the ratio of 70:30
- Six months project training to all B.Tech. and MCA students during final semester from January to June.
- Six weeks project training to MBA students in June-July every year.

It is requested that trainee should be attached to the Project Manager/Technical Team for technical skill enhancement. The first attendance and the first assessment record of the trainee should be sent to the undersigned on the prescribed form by 15<sup>th</sup> April, for a period up to 31<sup>st</sup> March, similarly second attendance and assessment record may be handed over to trainee in a **confidential cover** on the last day of his/her training. The leave rules of company may be applied to the student during internship period and if a student keeps himself/herself absent without any prior permission, then the same may be brought in the knowledge of the undersigned.

As per curriculum it is mandatory to assess the trainee twice during the tenure of training, for the same two faculty members will be deputed by the University to assess the progress of Trainee. Usually the 1<sup>st</sup> Assessment will be done in the month of March and 2<sup>nd</sup> assessment will be done in the month of May. It is requested that the faculty members should be allowed to meet the trainees at workplace during their visit.

It is also requested to issue training certificate at the end of the training period. During training handsome stipend has always been paid to most of our students. The training is also covered under the Board of Apprenticeship Training Act.

Mr./Ms. \_\_\_\_\_ D/o/S/o Sh. \_\_\_\_\_ Roll No. \_\_\_\_\_, a student of this University of \_\_\_\_\_ branch is interested to undergo Internship/Industrial/Project training in your organization from **J.C.Bose UST, YMCA** as per academic program of the University. You are requested to kindly consider his/her candidature for the same.

**Consider it as a letter of recommendation for his/her internship; a separate no objection letter from the office will be issued after your kind confirmation.**

A word of confirmation will be highly appreciated.

Thanking you,

Yours faithfully,

**Training & Placement Officer**

[Email-tpo@jcbouseust.ac.in](mailto:Email-tpo@jcbouseust.ac.in)

Phone:0129-2242141

Visit us at: <https://jcbouseust.ac.in/>

Photograph

Kind Attn: \_\_\_\_\_  
\_\_\_\_\_

Subject: **6 Months Industrial Training**

Dear Sir/Madam,

I am pleased to depute \_\_\_\_\_ D/S/o \_\_\_\_\_  
Roll No \_\_\_\_\_ of \_\_\_\_\_ branch to undergo Industrial  
training in your industry from \_\_\_\_\_ to \_\_\_\_\_

It is requested that trainee may be attached to the project manager and first attendance and assessment record of the trainee should be sent to the undersigned on the prescribed form by 15<sup>th</sup> April, for a period up to 31<sup>st</sup> March and second attendance and assessment record may be handed over to trainee in a **confidential cover** on the last day of his/her training. During training the students will be governed by the leave rules of company. If a student keeps himself/herself absent without any prior permission, then the same may be brought in the knowledge of the undersigned.

As per curriculum it is mandatory to assess the trainee during the tenure of training, for the same two faculty members will be deputed by the University to assess the progress of Trainee. Usually the 1<sup>st</sup> assessment will be done from 1<sup>st</sup> March-31<sup>th</sup> March and 2<sup>nd</sup> assessment will be done from 1<sup>st</sup> May to 31<sup>st</sup> May. It is requested that the faculty members should be allowed to meet the trainees at workplace during their visit.

**It is also requested to issue training certificate at the end of the training**

Regards

**Training and Placement Officer**  
Phone: 0129-2242141, 0129-2310119,  
Email: tpo@Jcboseust.ac.in

### Instruction for Candidates for Industrial Training

1. It is mandatory for every student to complete 6 Months of industrial training in final year as per applicable academic ordinance. Students may be assigned companies for the same either through the Employment and Training office or training can be self-arranged by students but approval from Employment and Training office is mandatory.
2. **No request** of change in the company will be entertained, once the training letter is issued. Hence do ample research before you finally decide to apply to a company and accept the offer.
3. During the tenure of training mid-term assessment will be done twice by the faculty members of the concerned department during the period mentioned in your training letter. If a student is not present on the day of visit, without prior information to departmental coordinator/faculty concerned then he/she will be **marked absent and will be given zero marks for that assessment**. If a student is found absent during both the assessment, then the student will be **declared unfit for appearing in the final viva-voce**.
4. In addition to scheduled visit mentioned in training letter, University is free to conduct any surprise visit without any prior information.
5. During the training period student will be governed by the leave policy of the company and for attendance, University attendance rules will be applicable. In case a student fails to attain requisite attendance, he/she will not be allowed to appear for final viva-voce.
6. It is mandatory for every student to provide updated contact details of mentor and the company so that in case of any query they may be contacted.
7. It is mandatory for every student to update their contact details with ETO office before leaving for training.
8. If a company chooses to change the address of your training place, then the same may be updated with ETO office without any delay.

I declare that all the above instructions have been read by me carefully and will abide by all the instructions. In case I fail, then University authorities are free to take any disciplinary action as per the rules.

Signature of Student\_\_\_\_\_

Date\_\_\_\_\_

Name of Students\_\_\_\_\_

Roll. No.\_\_\_\_\_

Branch\_\_\_\_\_

Name of Company\_\_\_\_\_

Address of company\_\_\_\_\_

# STRICTLY CONFIDENTIAL (1<sup>st</sup> Assessment)



**J. C. Bose University of Science & Technology, YMCA, Faridabad**

## PROJECT REPORT OF INPLANT TRAINEE

(To be filled by Department HOD/Mentor in Industry)

Name of industry..... Department: ..... Training Report: From ..... to .....			Name of student ..... Roll No ..... Branch .....		
Project Title:					
Sr.No	Area	Point to be Considered	Total Mark	Marks Awarded	Remarks
1	Knowledge of work	Fundamental knowledge about project/work assigned	15		
2	Project/Practical skills	Comprehensive knowledge about the project/job assigned and the level of competency	25		
3	Punctuality about the work/job assigned	Attendance during training to be considered & filled in remarks calculate (%)	10		
4	Maturity and Initiative	Whether he/she needs constant supervision or can proceed independently	10		
5	Dealing with workers and colleagues	His/her behavior, attitude, manners and communication skills	10		
6	Application	How far he/she applies his/her mind to the work? His/her innovative tendencies/development	10		
7	Training diary	The quality and regularity with which he/she maintains the diary.	10		
8	Punctuality attendance and safety	Does he/she comes in time and is he/she regular? His/her concern about safety and general discipline.	10		
		<b>TOTAL Marks of Columns 1-8</b>	<b>100</b>		

Name of assigning department HOD/mentor

### (Details of Mentor)

1. Signature.....
- Name.....
- Designation.....
- Contact No.....
- Email id.....
- Official Stamp
- Date of Assessment .....

### (Details of HOD)

2. Signature.....
- Name.....
- Designation.....
- Contact No.....
- Email id.....
- Official Stamp
- Date of Assessment .....

\* Please note only duly filled assessment form will be accepted.



**J. C. Bose University of Science & Technology, YMCA, Faridabad**

**TRAINING ATTENDANCE RECORD STUDENT**  
**To be filled by Department HOD/Mentor in Industry**

**FIRST TRAINING ATTENDANCE RECORD OF STUDENT**

1. Name of the student :
2. Roll No. :
3. Branch :
4. Name of company :  
With Address

S.No.	Month	Total No. of working days	No. of days attended	Dates of absence
1.	Jan.			
2.	Feb.			
3.	March			

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_


**Designation:** \_\_\_\_\_

**(Official stamp with date)**

**Please post it to:**

Employment & Training Officer  
J.C.Bose University of Science & Technology, YMCA  
Sector-6, Mathura Road,  
Faridabad-121006  
Haryana

## STRICTLY CONFIDENTIAL (2<sup>nd</sup> Assessment)

 <b>J. C. Bose University of Science &amp; Technology, YMCA, Faridabad</b> <b>PROJECT REPORT OF INPLANT TRAINEE</b> (To be filled by Department HOD/Mentor in Industry)					
Name of industry.....			Name of student .....		
Department: .....			Roll No .....		
Training Report: From ..... to .....			Branch .....		
Project Title:					
Sr.No	Area	Point to be Considered	Total Mark	Marks Awarded	Remarks
1	Knowledge of work	Fundamental knowledge about project/work assigned	15		
2	Project/Practical skills	Comprehensive knowledge about the project/job assigned and the level of competency	25		
3	Punctuality about the work/job assigned	Attendance during training to be considered & filled in remarks calculate (%)	10		
4	Maturity and Initiative	Whether he/she needs constant supervision or can proceed independently	10		
5	Dealing with workers and colleagues	His/her behavior, attitude, manners and communication skills	10		
6	Application	How far he/she applies his/her mind to the work? His/her innovative tendencies/development	10		
7	Training diary	The quality and regularity with which he/she maintains the diary.	10		
8	Punctuality attendance and safety	Does he/she comes in time and is he/she regular? His/her concern about safety and general discipline.	10		
		TOTAL Marks of Columns 1-8	100		

Name of assigning department HOD/mentor

### (Details of Mentor)

1. Signature.....
- Name.....
- Designation.....
- Contact No.....
- Email id.....
- Official Stamp
- Date of Assessment .....

### (Details of HOD)

2. Signature.....
- Name.....
- Designation.....
- Contact No.....
- Email id.....
- Official Stamp
- Date of Assessment .....

\* Please note only duly filled assessment form will be accepted.



**J. C. Bose University of Science & Technology, YMCA, Faridabad**

**TRAINING ATTENDANCE RECORD OF STUDENT**

**To be filled by Department HOD/Mentor in Industry**

**SECOND TRAINING ATTENDANCE RECORD OF STUDENT**

1. Name of the student :
2. Roll No. :
3. Branch :
4. Name of company :  
With Address

S.No.	Month	Total No. of working days	No. of days attended	Dates of absence
1.	April			
2.	May			
3.	June			

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**(Official stamp with date)**

**Please post it to:**

Employment & Training Officer  
J. C. Bose University of Science & Technology, YMCA  
Sector-6, Mathura Road,  
Faridabad-121006  
Haryana

Name of Industry..... Name of the HOD/Mentor..... Department..... Contact No of HOD/Mentor..... Email id..... Training Report: 1 <sup>st</sup> Visit with date ..... 2 <sup>nd</sup> visit with date.....			Name of student ..... Roll No ..... Branch ..... Contact No..... Email id .....		
<b>Project Title</b> .....					
<b>Detail</b> .....					
Sr. No .	Area	Point to be Considered	Total Marks	Marks Awarded	Remarks
1	Knowledge of work	Fundamental knowledge about project/work assigned	20		
2	Project/Practical skills	Comprehensive knowledge about the project/job assigned and the level of competency	30		
3	Daily Diary/report Book	Check contents & its relevance to the work done. Sign the last page with date	20		
4	General impression & confidence	How much confidence has he acquired	10		
5	Report from his training supervisor/mentor about his attendance & general conduct etc.	His/her behavior, attitude, manners and communication skills	20		
		TOTAL Marks of Columns 1-5	100		

Signature/s .....  
Name/s.....  
Contact No/s.....

Signature of faculty Placement Coordinator.....





**J. C. Bose University of Science and Technology, YMCA, Faridabad**  
Training & Placement Cell

**STUDENT FEEDBACK FORM**

**NAME:** \_\_\_\_\_

**ROLL NO.** \_\_\_\_\_

**BRANCH.** \_\_\_\_\_

**EMAIL ADDRESS** \_\_\_\_\_

1. Did you frequently participate in T & P Activities as student coordinator? \_\_\_\_\_
2. Are you aware about training and placement rules of the University? \_\_\_s\_\_\_\_\_
3. How relevant and helpful do you think E & T cell is working for your placement?
4. Does all Information from E & T cell have reached to your end? YES\_\_\_ NO\_\_\_
5. Are you satisfied with current activities offered by E & T Cell? YES\_\_\_ NO\_\_\_
6. How much satisfied are you with:

		Very Good	Good	Average	Poor
1.	Placement related notification				
2.	Testing Procedures				
3.	Responsiveness from CRs				
4.	Responsiveness from E and T Cell				
5.	Companies visiting the University				
6.	Campus for placement Venue of interviews and tests				

List out three strength of E & T cell

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Suggestions for improvement

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Name.....

Signature.....

Roll No.....

**J.C. BOSE UNIVERSITY OF SCIENCE AND TECHNOLOGY YMCA, FARIDABAD**  
**DEPARTMENT \_\_\_\_\_**

**Performa of Industrial Training Impact**

Name of Student \_\_\_\_\_ Roll No. \_\_\_\_\_

Name of Industry: \_\_\_\_\_

After undergoing the industrial training in above company, please specify your response about the training on the following points:-

(1) How much enhancement do you feel about practical knowledge?

1	2	3	4	5
---	---	---	---	---

(2) How much improvement do you feel about your behavior with seniors?

1	2	3	4	5
---	---	---	---	---

(3) How much improvement do you feel about your behavior with subordinates?

1	2	3	4	5
---	---	---	---	---

(4) How much improvement do you feel in your Leadership quality?

1	2	3	4	5
---	---	---	---	---

(5) What is the improvement about your Team work?

1	2	3	4	5
---	---	---	---	---

(6) How much you are aware about advances in Technology/equipment?

1	2	3	4	5
---	---	---	---	---

(7) How do you relate the theory subject knowledge with industrial training?

1	2	3	4	5
---	---	---	---	---

(8) What is the overall impact on your personality?

1	2	3	4	5
---	---	---	---	---

1	Poor	2	Satisfactory	3	Good
---	------	---	--------------	---	------

4	Very Good	5	Excellent
---	-----------	---	-----------

DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

**J.C BOSE UNIVERSITY OF SCIENCE AND TECHNOLOGY,  
YMCA,FARIDABAD**

**NO DUES CERTIFICATE**

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

Sub:- **No Dues Certificate to be submitted by the student**

Name: \_\_\_\_\_ S/o, D/o Shri \_\_\_\_\_

Roll No: \_\_\_\_\_ Branch: \_\_\_\_\_

Program: \_\_\_\_\_

Kindly intimate the dues, if any, against the student so that he may be asked to clear the same before he/she is allowed to leave for his/her project training w.e.f January of the Year \_\_\_\_\_

**Employment & Training Officer**

1. HOS concerned workshop (signature with date) \_\_\_\_\_
2. Chairperson of the Department (signature with date) \_\_\_\_\_
3. Chief Hostel Warden (signature with date) \_\_\_\_\_
4. Librarian (signature with date) \_\_\_\_\_
5. Sports(signature with date) \_\_\_\_\_
6. SO (Accounts) (signature with date) \_\_\_\_\_

Date of submission of NO DUES FORM in the ETO office \_\_\_\_\_



**J. C. Bose University of Science and Technology, YMCA, Faridabad**  
Employment & Training Office

**Training Report Format**

**The students must follow the following standards & format of project report for final submission.**

Cover	:	Hard bound Maroon colour with Golden embossing
Shelf side of report	:	Printed with Year, Name and Roll No. of Student
Margins	:	Top: 2.54, Bottom: 2.54, Left: 2.54, Right: 3.81, Gutter: 0
Orientation	:	Portrait
Page No.	:	Bottom, Centred, Front pages numbered as i, ii, iii etc. Chapter pages and references numbered as 1, 2, 3 etc.
All fonts	:	Times New roman
<b>Chapter No.</b>	:	Font size 14 Sentence case + Bold
<b>CHAPTER TITLE</b>	:	Font size 14 Capital case + Bold
<b>FIRST LEVEL OF HEADING</b>	:	Font size 12 Capital case + Bold
<b>Second Level of Heading</b>	:	Font size 12 Sentence case + Bold
<i>Third Level of Heading</i>	:	Font size 12 Sentence case + Italic (Without bold)
<b>Table Caption</b>	:	Font size 12 Sentence case + Bold(at the top of the Table)
<b>Fig. Caption</b>	:	Font size 12 Sentence case + Bold(at the bottom of the Fig.)
Body Text	:	Font size 12 Normal
Line Spacing	:	1.5 lines
Printing	:	One side of the page
Chapter Marker Pages:		Inserted before start of each Chapter (with no page number)
		Centred with Chapter no. and name of Chapter, font size 22
Brief Profile of Student:		Inserted as the last page of Project Report

Sequence of Project Report:

1. Training Completion Certificate
2. Candidate Declaration
3. Acknowledgment
4. Table of Contents
5. Company Profile
6. Introduction to project
7. Requirement Analysis (SRS etc)
8. Design (High level design Data Flow Design etc)
9. Information about module implemented by Student (Code not required)
10. Database, data dictionary,
11. Information about testing strategy
12. Snapshots of GUI
13. References
14. Brief Profile of Student

Hard bound (one copy)

Softcopy in CD (file to be named as Name\_Roll\_no\_Branch\_year)



**J. C. Bose University of Science and Technology, YMCA, Faridabad**  
Training & Placement Cell

**CANDIDATE'S DECLARATION**

I hereby certify that the work which is being presented in this project report titled \_\_\_\_\_ submitted to "J. C. Bose University of Science & Technology, YMCA, Faridabad", is an authentic record of my own work carried out in the company \_\_\_\_\_." The work contained in this thesis has not been submitted to any other University of Institute.

Student Signature

Student Name

Student Roll No.

**EXAMINERS EVALUATION**

The project report has been evaluated by us.

**Internal Examiner**

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Designation:-** \_\_\_\_\_

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

**External Examiner**

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Designation:-** \_\_\_\_\_

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

## Training Letter

No. ETO 2019-20: \_\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subject: 6-8 weeks project training (W.E.F.) \_\_\_\_\_

Dear Sir,

J.C.Bose University of science & technology, YMCAUST Faridabad (Erstwhile YMCA Institute of engineering) was started as Indo-German Project and established in 1969 as a joint venture of the National Council of YMCAs of India, Govt. of Haryana and Central Agencies for development Aid, Bonn, Germany to impart high quality technical education to students on German Pattern. The YMCAUST was established by Act XXI, of 2009 as a state university on 1-12-2009. The university is accredited grade 'A' by NAAC (National Assessment Accreditation Council). The university is fully funded by Haryana Govt. YMCA Faridabad is well known for its industry proven academic curriculum.

Over the years the university has acquired high recognition among leading industries. Our students have been well accepted by the industries.

**The salient features of our academic program are as such:**

- (A) 6-8 weeks project report training is imparted to MBA students in the June and July every year.
- (B) It is requested that trainee may be attached to the project manager for the attendance and assessment of the trainee. The training completion letter may be handed over to trainee in a confidential cover on the last day of his/her training. During training the students will be governed by the leave rules of company. If a student keeps himself/herself absent without any prior permission, then the same may be brought in knowledge of the undersigned.
- (C) As per curriculum it is mandatory to assess the trainee during the tenure of trainee, for the same faculty members will be deputed by the university to assess the progress of trainee.

**Mr./Miss** \_\_\_\_\_ S/o,D/o Sh. \_\_\_\_\_ Roll No. \_\_\_\_\_. A student of this university of \_\_\_\_\_ branch is interested to undergo internship industrial/project training in your organization from \_\_\_\_\_ as per academic program of the university. You are requested to kindly consider his/her candidature for the same.

**Consider it as a letter of no objection for his/her internship.**

A word of confirmation will be highly appreciated.

Thanking You,  
Yours faithfully,

Training & Placement officer  
Email:- [tpoymca1@gmail.com](mailto:tpoymca1@gmail.com)  
Phone No.:- 0129-2310119, 2310120

## **Instruction for Candidates for Industrial Training of MBA students**

1. It is mandatory for every student to complete 6-8 weeks of industrial training after 1<sup>st</sup> year. Students can be assigned companies for the same either through the training and placement cell or training can self-arranged by students but approval from training and placement office is mandatory.
2. No request of change in the company will be entertained, once the training letter is issued. So think, discuss and re-think before you finally decide to apply to a company and accept the offer.
3. During the tenure of training mid-term assessment will be done by the faculty members of the concern department during the period mentioned in your training letter.
4. The university is free to conduct any surprise visit without any prior confirmation.
5. It is mandatory for every student to provide updated contact details of mentor and the company so that in case of any queries they may be contacted.
6. It is mandatory for every student to update their contact details with ETO office before leaving for training.
7. If a company chooses to change the address of your training place then the same maybe updated with the ETO office without any delay.

I declare that all the above instructions have been read by me carefully and will abide by all the instructions. In case, I fail then university authorities are free to take any disciplinary action as per the rules.

Signature of Student \_\_\_\_\_

Date \_\_\_\_\_

Name of the Student \_\_\_\_\_

Roll No. \_\_\_\_\_

Branch \_\_\_\_\_

Name of Company \_\_\_\_\_

Address of Company \_\_\_\_\_



**Format for Project report**

The tentative content of the report is given below:

- ❖ Cover Page
- ❖ Acknowledgement
- ❖ Certificate from organization/company
- ❖ Introduction
- ❖ Company profile
- ❖ Literature Review if any
- ❖ Research Methodology (Objective of the Research, Type of data, Sample design, Hypothesis, Analytical Tools, Limitations of Study)
- ❖ Data Analysis
- ❖ Findings
- ❖ Conclusions
- ❖ Recommendations
- ❖ References
- ❖ Appendices – to include questionnaire, if any

**Assessment Process**

The report must be submitted within one month from commencement of third semester. One chapter must be included about history of the organization, its structure, products and services offered. The average size of report will be 60 to 80 typed pages in standard font size 12 and one half spacing on A4 size papers. It is mandatory that student will make presentation in presence of teachers and students.

No. ETO 2018-20: \_\_\_\_\_/\_\_\_\_\_

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

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Subject: 4-6 weeks Summer Training (W.E.F.) \_\_\_\_\_**

Dear Sir/Madam,

J.C Bose University of Science & Technology, YMCA Faridabad (Erstwhile YMCA Institute of engineering) was started as Indo-German Project and established in 1969 as a joint venture of the National Council of YMCAs of India, Govt. of Haryana and Central Agencies for development Aid, Bonn, Germany to impart high quality technical education to students on German Pattern. The YMCAUST was established by Act XXI, of 2009 as a state university on 1-12-2009. The university is accredited grade 'A' by NAAC (National Assessment Accreditation Council). The university is fully funded by Haryana Govt. YMCA Faridabad is well known for its industry proven academic curriculum. Over the years the university has acquired high recognition among leading industries. Our students have been well accepted by the industries.

**The salient features of our academic program, M.Sc. Environmental Sciences (4 Semesters program) are as such:**

- Theory and labs are divided into ratio 70:30.
- 4-6 weeks project report training is imparted to M.Sc Environmental Sciences students in the month of June and July every year as a part of curriculum.
- For further details, the concerned organization may contact Dr. Renuka Gupta, Faculty Incharge, Department of Environmental Sciences, email id: renug77@gmail.com , contact number: 9999692469.

During project training handsome stipend has always been paid to most of our students.

**Mr. /Miss** \_\_\_\_\_ **s/o/d/o** **Sh.** \_\_\_\_\_ **Roll**  
**No.** \_\_\_\_\_ , a student of this university of \_\_\_\_\_ branch is interested to  
 undergo internship industrial/project training in your organization from \_\_\_\_\_ as per  
 academic program of the university. You are requested to kindly consider his/ her candidature for the same.

**Consider it as a letter of no objection for his/her internship.**

A word of confirmation will be highly appreciated.

Thanking You,

**Yours faithfully,**

**Training and Placement Officer**

Email: [tpoymca1@gmail.com](mailto:tpoymca1@gmail.com)

Phone No.:- 0129-2310119, 2310120

## FORMAT OF PROJECT REPORT

**ThesisCover** : Hard bound black colour with title of project and university logo

**All fonts** : Times New Roman

**Chapter No.** : Font size 14 Sentence case + Bold

**Chapter Title** : Font size 14Capital case + Bold

**First Level Of Heading** : Font size 12 Capital case + Bold

**Second Level of Heading** : Font size 12 Sentence case + Bold

**Third Level of Heading** : Font size 12 Sentence case + Italic (Without bold)

**Table Caption** : Font size 12 Sentence case + Bold (at the top of the Table)

**Fig. Caption** : Font size 12 Sentence case + Bold (at the bottom of the Fig.)

**Body Text** : Font size 12 Normal

### CONTENT:

Certificate from Organization/Industry

Candidate Declaration

Acknowledgement

Table of Contents

Abstract Introduction

Literature Review

Methodology

Result and Discussion

Conclusion

References

DATE: \_\_\_\_\_

No. ETO 2017-19: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Subject: 10-12 weeks Industrial Training/Internship/Dissertation ( w.e.f.) \_\_\_\_\_

**Respected Sir,**

YMCA University of Science and Technology, YMCAUST Faridabad (Erstwhile YMCA institute of engineering) was started as Indo-German project and established in 1969 as joint venture of the National Council of YMCAs of India, govt. of Haryana and Central Agencies for development aid, Bonn, Germany to impart high quality technical education to students on German Pattern. The YMCAUST was established by Act XXI, of 2009 as a state university on 1-12-2009. The University is accredited grade 'A' by NAAC (National Assessment Accreditation Council). The University is fully funded by Haryana Government. YMCA Faridabad is well known for its industry proven academic curriculum. Over the years university has acquired high recognition among leading industries. Our students have been well accepted by the industries.

**Salient features of our academic program, M.Sc Environmental Sciences are as such:**

- (A) Theory and Labs are divided into ratio 70:30.
- (B) 10-12 weeks Industrial Training/Internship/Dissertation is imparted to M.Sc Environmental Sciences students in the February to May every year.
- (C) It is requested the trainee may be attached to the mentor and the attendance and assessment of the trainee may be sent to the undersigned on the prescribed form on completion of the work. The training completion letter may be handed over to trainee in a confidential cover on the last day of his/her training/dissertation. During training/dissertation the students will be governed by the leave rules of organization. If a student keeps himself/herself absent without any prior permission, then the same may be brought in knowledge of the undersigned.
- (D) As per curriculum it is mandatory to assess the trainee during the tenure, for the same 2 faculty members will be deputed by the university to assess the progress of the trainee. The assessment will be done in the month of March. It is requested that faculty members may be allowed to meet the trainees during their visit.
- (E) For further details, the concerned organization may contact Dr. Renuka Gupta, Faculty Incharge, Department of Environmental Sciences, email id: [renug77@gmail.com](mailto:renug77@gmail.com), contact no: 9999692429.

Mr./Ms. \_\_\_\_\_ S/o /D/o \_\_\_\_\_,

Roll no. \_\_\_\_\_, a student of M.Sc Environmental Sciences branch is interested to undergo industrial training/internship/dissertation in your organization from as per academic program of the university. You are requested to kindly consider his/her candidature for the same. Consider it as a letter of No Objection for his/her internship. A word of confirmation will be appreciated.

Thanking you

Yours Truly,

**Training and Placement Officer**Email: [tpoymca1@gmail.com](mailto:tpoymca1@gmail.com)

Phone no: 0129-2310119,2310120

## **PERSONAL DATA FORM**

### 1. Personal Details

Name:

Email:

Roll Number:

Branch

Mobile Number

WhatsApp Number

Address:

### 2. Father's Details

Name:

Occupation:

Mobile Number:

### 3. Mother's details

Name:

Occupation:

Mobile Number:

I undertake that I will inform Employment and training office immediately in any case of any change of my personal details.

**Dated:**

**Signature**



**J. C. Bose University of Science & Technology, YMCA, Faridabad**  
**Employment & Training Office**

**Undertaking for student who are proceeding for Internship**

1. I take complete responsibility of Assessment and attendance as mentioned in letter through which I have applied for internship.
2. I will inform E&T office for all leaves which I will be taking during internship in advance via email to [tpo@jcboseust.ac.in](mailto:tpo@jcboseust.ac.in) and [patpo2ymca@gmail.com](mailto:patpo2ymca@gmail.com) with the reason for taking leave.
3. I will be responsible for my presence at the time of assessment and if I will be absent at that time then my assessment marks will be ZERO.
4. I will share my live location whenever asked to do so.

I will follow all rules of E&T Cell as applicable to me as per training and placement policy of the University.

Name :

Roll No. :

Signature :