



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

(A Haryana State Government University)

(Established by Haryana State Legislative Act No. 21 of 2009 & Recognized by UGC Act 1956 u/s 22 to Confer Degrees)

Accredited 'A' Grade by NAAC

## TRAINING & PLACEMENT OFFICE

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

Telephone: 0129-2242141

Photograph

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

Subject: **6 Months Industrial Training**

Dear Sir/Madam,

I am pleased to depute \_\_\_\_\_ D/o/S/o \_\_\_\_\_ Roll No :) \_\_\_\_\_ of \_\_\_\_\_ branch to undergo Industrial training in your industry from \_\_\_\_\_ **2021 to** \_\_\_\_\_ **2021**

It is requested that trainee may be attached to the project manager and first attendance and assessment of the trainee may be sent to the undersigned on the prescribed form on 1<sup>st</sup> April 2021 for a period up to 31<sup>st</sup> March 2021 and second attendance and assessment 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. 1<sup>st</sup> assessment will be done from 1<sup>st</sup> March-31<sup>st</sup> August, 2021 and 2<sup>nd</sup> assessment will be done from 1<sup>st</sup> May to 31<sup>st</sup> May 2021. It is requested that the faculty members may be allowed to meet the trainees during their visit.

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

Thanking you,

**Dr. Sanjeev Kumar**  
Training & Placement officer  
Phone: 0129-2242141  
Email: [tpoymca1@gmail.com](mailto:tpoymca1@gmail.com)  
[tpo@jcboseust.ac.in](mailto:tpo@jcboseust.ac.in)  
0129-2310119, 120

### Instruction for Candidates for Industrial Training

1. It is mandatory for every student to complete 6 Months of industrial training after 3rd year. Students can be assigned companies for the same either through the Training and Placement Cell or training can be 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 & 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 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 TPO 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 TPO 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\_\_\_\_\_