

Phone : (0731) 2546333
EPABX : (0731) 2434095
2538760, 2541567
Fax : (0731) 2432540



Form No. 3819

E-mail : sgsits_placement@yahoo.com
Web : www.sgsits.ac.in
Telegram : GONSTINST

SHRI G.S. INSTITUTE OF TECHNOLOGY & SCIENCE

23 Park Road, INDORE- 452003 (M.P.)

(An Autonomous Institution)

Ref. No. : _____

Date : _____

To :

The Personnel Manager/ HRD Manager

Photo

SUBJECT : REQUEST FOR INDUSTRIAL TRAINING / PROJECT

Dear Sir/ Madam :

Established in 1952, Shri G.S. Institute of Technology and Science is a premier technological institute in India. The institute offers ten undergraduate programs in Information Technology, Computer Engineering, Electronics and Telecommunication Engineering, Electronics and Instrumentation Engineering, Mechanical Engineering, Industrial & Production Engineering, Electrical Engineering, Biomedical Engineering, Civil Engineering, and Pharmacy. The Institute also offers sixteen postgraduate programs and Ph.D. programs in Engineering, Science and Pharmacy.

Our pursuit of academic excellence would be impossible without the support of esteemed organizations such as yours that complement the students' theoretical knowledge with practical exposure. Together, we share the responsibility of their development. It will be a matter of honor for our students of get an opportunity for industrial training/project at your organization. I request your kindness to accommodate the following student for project / practical training in your organization for a duration of _____ from date _____ to date _____ along with effective supervision of the trainee during this training/project. I also request you to please send me a Training Completion Certificate/ Feedback in the enclosed format at the completion of this training.. The Institute would be highly obliged for the interest and cooperation extended by you towards this noble cause of strengthening the technical education.

Thank you very much.

PARTICULARS OF THE STUDENT

1. Name _____
2. Branch _____
3. Class _____ Roll No. _____
4. Address for correspondence _____

5. Permanent Address _____

6. Telephone No. _____
7. E-mail ID _____

Forwarded by

Yours truly

(Signature)
Head of Department/Counselor

(Ajay Garg)
Training and Placement Officer

Instructions for Filling the Form

The industrial training is a part of the curriculum for the Industrial & Production Engineering BE program; it is optional for the other curricula. The student must fill both copies of the form **complete!** (in all of the provided fields), affix his/her photo, get signatures from his/her Department's HOD/Counselor, attach a copy of the formal resume on a separate sheet, attach the Training Completion Certificate format, fill the training organization's full address on the envelope available at the T & P Cell, and submit to the Training & Placement Officer (TPO). After the TPO signs the white training request form, get the white form stamped by the clerk of the T&P Cell. Then put the white form and your resume in the white envelope. Seal the envelope with glue and submit these again to the clerk of the T&P Cell. The clerk will retain the green copy of the form, stamp the sealed envelope and return it to you. You should then arrange to have this envelope delivered to the organization. The T&P Cell will scrap untidy, unprofessionally filled, or incomplete forms submitted by the students.

CODE OF CONDUCT FOR THE STUDENTS UNDERGOING TRAINING

1. It is the responsibility of the student to ensure that his/her going for the training does not prevent him/her from participating in exams, classes or other scheduled activities of the Institute.
2. The students must follow strict adherence with the timings, schedules and instructions of the organization providing the training.
3. All the expenses of lodging, boarding and local conveyance at the place of training will be borne by the students.
4. The institute or the company offering training will not be responsible in any way for any injury or damage to the student during training accidentally or otherwise.
5. The student has to arrange his lunch, tea etc. in the Company by his own means.
6. The student must wear proper shoes and decent clothing during the training program.
7. Trainees may not abruptly or unexpectedly discontinue their training at the organization without prior written permission of the T.P.O.
8. After completion of the training/project, the student must submit to the TPO the original "Industrial Training/Project Completion Certificate and Feedback" duly filled by the training organization.
9. The student should prepare a report of the training program. At the end of the training, he should submit one copy of this report and a photocopy of the Training Certificate to his/her department within 15 days of completion of the training.

For further details please contact the training counselor in your department.

DEPARTMENT

TRAINING COUNSLOR

- | | |
|--|---------------------|
| 1. Electronics & Telecommunications Enggineering | Ms. Rekha Jain |
| 2. Electronics & Instrumentation Engineering | Dr. D. K. Mishra |
| 3. Electrical Engineering | Prof. B. Sarkar |
| 4. Mechanical Engineering | Prof. C. B. Pawar |
| 5. Industrial & Production Engineering | Mr. F. Ujjainwala |
| 6. Civil Engineering | Prof. Rakesh Khare |
| 7. Computer Engineering | Dr. Wasimuddin Khan |
| 8. Information Technology | Mr. Lalit Purohit |
| 9. MCA | Ms. Sunita Verma |
| 10. Biomedical Engineering | Dr. M.P.S. Chawla |
| 11. Pharmacy | Prof. T. R. Saini |
| 12. Applied Physics | Dr. S. Kumbaj |
| 13. Applied Mathematics | Dr. A. Ganguli |
| 14. Applied Chemistry | Dr. N. Sapre |

I agree to abide by the aforesaid rules and code of conduct.

Date.....

Student's Signature.....

Phone : (0731) 2546333
EPABX : (0731) 2434095
2538760, 2541567
Fax : (0731) 2432540



Form No. 3819

E-mail : sgsits_placement@yahoo.com
Web : www.sgsits.ac.in
Telegram : GONSTINST

SHRI G.S. INSTITUTE OF TECHNOLOGY & SCIENCE

23 Park Road, INDORE- 452003 (M.P.)

(An Autonomous Institution)

Ref. No : _____

Date : _____

To :

The Personnel Manager/ HRD Manager

Photo

SUBJECT : REQUEST FOR INDUSTRIAL TRAINING / PROJECT

Dear Sir/ Madam :

Established in 1952, Shri G.S. Institute of Technology and Science is a premier technological institute in India. The institute offers ten undergraduate programs in Information Technology, Computer Engineering, Electronics and Telecommunication Engineering, Electronics and Instrumentation Engineering, Mechanical Engineering, Industrial & Production Engineering, Electrical Engineering, Biomedical Engineering, Civil Engineering, and Pharmacy. The Institute also offers sixteen postgraduate programs and Ph.D. programs in Engineering, Science and Pharmacy.

Our pursuit of academic excellence would be impossible without the support of esteemed organizations such as yours that complement the students' theoretical knowledge with practical exposure. Together, we share the responsibility of their development. It will be a matter of honor for our students of get an opportunity for industrial training/project at your organization. I request your kindness to accommodate the following student for project / practical training in your organization for a duration of _____ from date _____ to date _____ along with effective supervision of the trainee during this training/project. I also request you to please send me a Training Completion Certificate/ Feedback in the enclosed format at the completion of this training.. The Institute would be highly obliged for the interest and cooperation extended by you towards this noble cause of strengthening the technical education.

Thank you very much.

PARTICULARS OF THE STUDENT

1. Name _____
2. Branch _____
3. Class _____ Roll No. _____
4. Address for correspondence _____
5. Permanent Address _____
6. Telephone No. _____
7. E-mail ID _____

Forwarded by _____

Yours truly

(Signature)
Head of Department/Counselor

(Ajay Garg)
Training and Placement Officer

Instructions for Filling the Form

The industrial training is a part of the curriculum for the Industrial & Production Engineering BE program; it is optional for the other curricula. The student must fill both copies of the form **completely** (in all of the provided fields), affix his/her photo, get signatures from his/her Department's HOD/Counselor, attach a copy of the formal resume on a separate sheet, attach the Training Completion Certificate format, fill the training organization's full address on the envelope available at the T & P Cell, and submit to the Training & Placement Officer (TPO). After the TPO signs the white training request form, get the white form stamped by the clerk of the T&P Cell. Then put the white form and your resume in the white envelope. Seal the envelope with glue and submit these again to the clerk of the T&P Cell. The clerk will retain the green copy of the form, stamp the sealed envelope and return it to you. You should then arrange to have this envelope delivered to the organization. The T&P Cell will scrap untidy, unprofessionally filled, or incomplete forms submitted by the students.

CODE OF CONDUCT FOR THE STUDENTS UNDERGOING TRAINING

1. It is the responsibility of the student to ensure that his/her going for the training does not prevent him/her from participating in exams, classes or other scheduled activities of the Institute.
2. The students must follow strict adherence with the timings, schedules and instructions of the organization providing the training.
3. All the expenses of lodging, boarding and local conveyance at the place of training will be borne by the students.
4. The institute or the company offering training will not be responsible in any way for any injury or damage to the student during training accidentally or otherwise.
5. The student has to arrange his lunch, tea etc. in the Company by his own means.
6. The student must wear proper shoes and decent clothing during the training program.
7. Trainees may not abruptly or unexpectedly discontinue their training at the organization without prior written permission of the T.P.O.
8. After completion of the training/project, the student must submit to the TPO the original "Industrial Training/Project Completion Certificate and Feedback" duly filled by the training organization.
9. The student should prepare a report of the training program. At the end of the training, he should submit one copy of this report and a photocopy of the Training Certificate to his/her department within 15 days of completion of the training.

For further details please contact the training counselor in your department.

DEPARTMENT

TRAINING COUNSLOR

1. Electronics & Telecommunications Enggineering	Ms. Rekha Jain
2. Electronics & Instrumentation Engineering	Dr. D. K. Mishra
3. Electrical Engineering	Prof. B. Sarkar
4. Mechanical Engineering	Prof. C. B. Pawar
5. Industrial & Production Engineering	Mr. F. Ujjainwala
6. Civil Engineering	Prof. Rakesh Khare
7. Computer Engineering	Dr. Wasimuddin Khan
8. Information Technology	Mr. Lalit Purohit
9. MCA	Ms. Sunita Verma
10. Biomedical Engineering	Dr. M.P.S. Chawla
11. Pharmacy	Prof. T. R. Saini
12. Applied Physics	Dr. S. Kumbaj
13. Applied Mathematics	Dr. A. Ganguli
14. Applied Chemistry	Dr. N. Sapre

I agree to abide by the aforesaid rules and code of conduct.

Date.....

Student's Signature.....

To,

The Training & Placement Officer

Shri G. S. Institute of Technology and Science

23, Park Road,

Indore (M.P.) 452 003

Date :

Industrial Training/Project Completion Certificate and Feedback

Dear Sir,

This is to certify that the following student has completed Industrial Training / Project at our organization. The pertinent details are as follows :

Name of Student :

Branch : Class :

Degree Pursued Roll Number.....

Title of the project (if any) completed by the student :

.....

Training/Project Start Date :

Training/Project End Date :

Name and Designation of the person at our organization who effectively supervised this

Training/Project

During the training, the student's performance and conduct was

The student was found to be good at

Improvement in the student is desired in

If you need further information, I may be reached by phone at

or by email at

Sincerely,

.....(Signature)

.....(Name)

.....(Designation)

(Company Seal)