Phone : (0731) 2546333 EPABX: (0731) 2434095

2538760, 2541567 : (0731) 2432540



Form No.

E-mail : sgsits\_placement@yahoo.com

3819

Web : www.sgsits.ac.in Telegram : GONSTINST

### SHRI G.S. INSTITUTE OF TECHNOLOGY & SCIENC

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

| Ref.                    | No:  | (All Autolio   | mous mstitu  |  | Date:   |
|-------------------------|--|--|--|--|---|
| To:                     |  |  |  | meros estales en es  | report the QUITs  |
| The                     | e Personnel Mana   | ger/ HRD Manager   |  |  | media tare out a en   |
|                         |  |  |  |  | Photo   |
| -1,2                    |  |  |  |  | Filoto  |
|                         | 38 38 3 2 3 3 4 5 5 5 5 5 5 5 5 5 5  |  |  |  | 100 100 100   |
| Dea                     | SUBJECT: R   | EQUEST FOR IN  | DUSTRIAI   | L TRAINING   | J / PROJECT   |
| The Electronic Engraphs | institute offers ten ustronics and Telecommineering, Industrial &          | GS. Institute of Technology and ergraduate programs nunication Engineering, It Production Engineering cy. The Institute also offer Pharmacy.     | s in Information<br>Electronics and<br>g, Electrical Eng | on Technology, C<br>Instrumentation E<br>gineering, Biomed     | Computer Engineering<br>Engineering, Mechanica<br>dical Engineering, Civi |
| as yo<br>resp<br>indu   | ours that complement<br>onsibility of their de-<br>strial training/project | xcellence would be impo<br>the students' theoretical k<br>welopment. It will be a m<br>at your organization. I rec<br>ng in your organization fo | cnowledge with<br>natter of honor<br>quest your kinds    | practical exposure<br>for our students of<br>self to accommoda | e. Together, we share th<br>f get an opportunity fo                       |
|                         | n date   | to date  | allere O megasir   |  | ctive supervision of th   |
| Feeb<br>for t<br>tech   | oack in the enclosed fo  | g/project. I also request y<br>rmat at the completion of<br>peration extended by   | fthis training 7   | The Institute wo   | uld be highly oblige  |
| 316                     | Man Kraigwydd  | PARTICULARS  | OF THE S   | STUDENT  |   |
| 1.                      | Name   |  | POLICE TO  |  | 17.25 0110010-213   |
| 2.<br>3.                | Branch   |  | Doll No  |  | 119   |
| 3.<br>4.                |  | espondence   |  |  |   |
| 7.                      |  | spondence  |  |  |   |
| 5.                      | Permanent Addre  | ess  |  |  |   |
| 6.                      |  |  |  |  |   |
| 7.                      |  | 18 17  |  |  | A.2M .  |
| Forv                    | warded by  |  |  | 20.12011   | 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 completel. (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 paticipating 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 <u>submit to the TPO the original</u> "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

- 1. Electronics & Telecommunications Enggineering
- 2. Electronics & Instrumentation Engineering
- 3. Electrical Engineering
- 4. Mechanical Engineering
- 5. Industrial & Production Engineering
- 6. Civil Engineering
- 7. Computer Engineering
- 8. Information Technology
- 9. MCA
- 10. Biomedical Engineering
- 11. Pharmacy
- 12. Applied Physics
- 13. Applied Mathematics
- 14. Applied Chemistry

### TRAINING COUNSLOR

Ms. Rekha Jain

Dr. D. K. Mishra

Prof. B. Sarkar
Prof. C. B. Pawar

Mr. F. Ujjainwala

Prof. Rakesh Khare

Dr. Wasimuddin Khan

Mr. Lalit Purohit

Ms. Sunita Verma
Dr. M.P.S. Chawla

Prof. T. R. Saini

Dr. S. Kumbaj

Dr. A. Ganguli Dr. N. Sapre

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

te......Student's Signature.....

Phone : (0731) 2546333 EPABX: (0731) 2434095

Fax

2538760, 2541567 : (0731) 2432540



Form No.\_

E-mail : sgsits\_placement@yahoo.com

Web : www.sgsits.ac.in Telegram : GONSTINST

# SHRI G.S. INSTITUTE OF TECHNOLOGY & SCIEN 23 Park Road, INDORE- 452003 (M.P.)

| R               | ef. No:  | (An Autonomous Instituti   |  |
|-----------------|--|--|--|
|                 | nvelope Seal the envelope  |  | Date:  |
|                 | active self-model of the   | HDD M  | e T.&P Cell Then put it excite to  |
| 9               | he Personnel Manager/  | HKD Manager  | ra bolasa arti errasia artina si a o ver   |
| ¥               | umoreedorani yezhoù g  | uzation. The T&P Cell will see   | Photo  |
| 3               | STRETME LESSE VALUE CON  | RESERVED TO THE SHIP OF THE PROPERTY OF THE PR | lled, or incomplete forms submill  |
|                 | SVIII ION SOON OF STREET   | Carrier SPARCOTT BEF   | COLE OF COT BUCL LOR   |
| De              | SUBJECT : REQUear Sir/Madam :  | JEST FOR INDUSTRIAL  | TRAINING / PROJECT   |
| Ele<br>En<br>En | ectronics and Telecommunica<br>gineering, Industrial & Prod  | ation Engineering, Electronics and Institute Engineering, Electrical Engineering, Electronics and Electronics  | a premier technological institute in India<br>Technology, Computer Engineering<br>strumentation Engineering, Mechanica<br>teering, Biomedical Engineering, Civil<br>duate programs and Ph.D. programs in   |
| respind for fro | ponsibility of their developmustrial training/project at your project / practical training in y m date | ment. It will be a matter of honor for organization. I request your kindself our organization for a duration ofto dateal   | support of esteemed organizations such actical exposure. Together, we share the our students of get an opportunity for to accommodate the following student long with effective supervision of the me a Training Completion Certificate/Institute would be highly obliged  |
|                 | the interest and cooperati   | on extended by you towards this  | s noble cause of strengthening the   |
| tool            | inical education.  |  | nonsigmos to avab at maha  |
| Tha             | nk you very much.  |  |  |
| ЯС<br>1.        | PAI<br>Name  | RTICULARS OF THE STU   | DENT   |
| 2.              | Branch   | Se good at Still (2001) guid another   | Floorous & releconstitution  |
| 3.              |  | Roll No.   | A Becton State Constitution  |
| 4.              | Address for corresponde  |  | 3. Bleening Landon E.  |
|                 | ffymraddwaia J发用   | ANORAL TRESPONDENCE OF THE PARTY OF THE PART | A Machanial Removed A  |
| 5.              | Permanent Address  | The commence of the commence o | 6. Creation Facing Company Com |
| 6.              | Telephone No.  | VI Sincerelly.   | V. Composite Englanding V. Information Technology  |
| 7.              | E-mail ID  |  | 9, MCA   |
| Forw            | varded by  |  | Yours truly  |
|                 |  |  | 12 Applied Physics   |
|                 |  |  |  |

(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 paticipating 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 <u>submit to the TPO the original</u> "<u>Industrial Training/Project Completion Certificate and Feedback"</u> duly filled by the training organization.
- 9.3 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.

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

Date...... Student's Signature.....

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

To,

## The Training & Placement Officer

Shri G. S. Institute of Technology and Science 23, Park Road,

Indore (M.P.) 452 003

| Date | • | <br> |  | <br> |  |  |  |  |  |  |  |  |  | • |
|------|---|------|--|------|--|--|--|--|--|--|--|--|--|---|

(Company Seal)

## 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   |
| Title of the project (if any) completed by the student:  |
| Title of the project (if arry) completed by the  |
| 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,   |
| Sincerery,   |
| (Cignotura)  |
| (Signature)  |
| (Name)   |
| (Designation)  |