

JOINING REPORT

(To be sent by student within a week of joining by Registered Post/scanned copy to the faculty mentor)

1.	Roll No.	_____
2.	Name	_____
3.	Name of the Project (s)	_____
4.	Name & Address of the Organization	_____ _____ _____ _____
	Telephone No.	_____
	E-mail (Concerned HR Officer):	_____
5.	Residential Address of the Student:	_____ _____ _____ _____
	Contact / Mobile No.	_____
	E-mail:	_____
	Stipend (If any)	_____
	Any Other Facility provided	_____
	(Like meals/ Accommodation/Conveyance etc.)	

I hereby inform that I have joined the organization on _____ for the _____ semester.

Date:

Signature of the Student

CERTIFICATE BY THE INDUSTRIAL MENTOR/CO-ORDINATOR

Certified that Mr/Ms. _____ has joined our organization for project semester.

Date:

Signature of the Coordinator
(With Seal)

1.Name of the Ind. Coordinator	:	_____
2.Designation	:	_____
3.Phone No.	:	_____
4.E-mail	:	_____