

भारत सरकार  
अंतरिक्ष विभाग  
विद्युत - प्रकाशिकी तंत्र प्रयोगशाला (लियोस)  
पहला क्रॉस, पहला स्टेज, पीण्या औद्योगिक एस्टेट  
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Government of India  
Department of Space  
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LEOS/Admin/1/14/2023-24

June 25, 2024

T S S Subramanian  
Head - Institute Interface Program  
SGI – HCST  
Hindustan College Of Science & Technology  
Agra – Mathura Highway NH – 2  
Agra - 282002

Sir/Madam,

**Sub: Project for B tech Students - reg.**

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Please refer to your letter No: HCST/IIIP/Tech.trg dated: 07.06.2024/06.06.2024 requesting for grant of permission to undergo Project at LEOS for B.Tech students of your Institute.

In this connection, this is to inform you that the competent authority has agreed to provide the Internship for **Ms Khushboo Upadhyay & Mr Sumith Kumar** respectively commencing from 01<sup>st</sup> July 2024 to 31<sup>st</sup> September 2024.

Students will be reporting to **Shri. Arvind Kumar Sharma, Division Head, MSG/MSOD, LEOS**. The students may be advised to make their own arrangements for transport and accommodation. Students may be advised to bring one stamp size photo and one passport size photo for issue of ID card, Photocopy of ID Proof, Address Proof, and Attested copies of Certificates.

The students have to strictly follow the guidelines issued by the department (copy enclosed) during their Internship period in LEOS.

Yours faithfully,

  
(K.V. JAYARAMAN)  
Administrative Officer

Encl: as above

Cc:

1. Shri. Arvind Kumar Sharma, Division Head, MSG/MSOD, LEOS.
2. Smt. Padmasree S, GD, PPEG, LEOS
3. Director, LEOS - for kind information

## **GUIDELINES FOR PROJECT TRAINEES AT LEOS, BANGALORE**

In accordance with safety / security regulations at LEOS the following guidelines are provided for your information.

- Period of project training at the Centre shall not exceed 90 days (3 months) for BE/ B.Tech project trainees and six calendar months for MCA / M.E / M.Tech. project trainees. Extension of this period will not be permitted for any reason whatsoever.
- Photo identity card provided by the Centre should be displayed at all times while in the campus and premises.
- Attendance register provided in the General Administration section located in the ground floor of the Main Building should be signed daily, indicating entry and exit timings. **Minimum of 80% attendance is necessary for completion of project work.**
- **Working days: Monday to Friday ; Working hours : 08.30 to 17.00 hours. Staying beyond 1700 Hrs. on working days and working on holidays shall not be permitted**
- Use of LEOS transport to commute to and from the Centre is strictly prohibited.
- Project trainees may use the LEOS Library for reference only.
- Trainees should enter their names in the register available in the Library prior to using the Library facilities. Personal belongings, except notebook/scribbling pads, are not permitted inside the Library and reading room.
- **Personal belongings, floppies, CD ROMs, electronic items or any other items prohibited by LEOS from time to time are not allowed inside the premises. Such materials are also not permitted to be taken out of the premises.**
- Assigned project work shall be carried out strictly in the Group/Division allotted and in laboratories/work areas permitted by the Group Director/Guide.
- **Entry into any other laboratories/work areas is strictly prohibited.**
- **Access to sensitive information, like, documents marked secret/restricted, case-reports, analysis etc., is strictly prohibited (concerned Guides may please note of this).**
- **Loitering around the premises is strictly prohibited.**
- On completion of project training a letter of completion from the guide should be submitted to Head, PPED.
- Photo identity cards should be surrendered to General administration and clearance obtained, prior to collecting certificate of completion of project from Head, PPED (A temporary visitor's pass may be taken to complete remaining formalities, if required.)

**Project trainees are requested to abide by above regulations. Violation of the same will lead to termination of the project training.**