
Subject: 6 Months Project Training w.e.f. January to June

Dear Sir,

J.C.Bose University of Science & Technology, (YMCAUST) Faridabad (Erstwhile YMCA Institute of Engineering) was started as Indo-German Project and established in 1969 as a joint venture of the National Council of YMCAs of India, Govt. of Haryana and the Central Agencies for Development Aid, Bonn, Germany to impart high quality technical education to students on German pattern. The YMCAUST was established by Act XXI, of 2009 as a state university on 1-12-2009. The University is accredited grade 'A' by **NAAC** (National Assessment Accreditation Council). The university is fully funded by Haryana Government. YMCA, Faridabad is well known for its industry proven academic curriculum. Currently university offers B.Tech. (Computer Engg, IT, Electronics and communication Engg., Electronics and Instrumentation Engg., Mechanical Engg. and Electrical Engineering), M.Tech. in various disciplines, MCA, M.Sc MBA and Ph.D programs.

Over the years, the University has acquired high recognition among leading industries. Our students have been well accepted by the industries.

The salient features of our academic program are as such:

- a) Theory and Workshops are divided in the ratio of 70:30
- b) Six months project training to B.Tech. (Computer Eng., Information Technology Mechanical, Electrical, Electronics) students during eighth semester and MCA, Students during sixth semester are imparted from 1st January to 30th June every year.
- c) Six weeks project training to MBA students in June-July every year.
- a) 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 1st April, for a period up to 31st March, 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.
- d) 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. 1st Assessment will be done from 1st March -31st March. and 2nd assessment will be done from 1st May-31st May. It is requested that the faculty members may be allowed to meet the trainees during their visit.

During project training handsome stipend has always been paid to most of our students. The training is also covered under the Board of Apprenticeship Training Act.

Mr./Ms. _____ D/o/S/o Sh. _____ Roll No. _____, a student of this University of _____ branch is interested to undergo Internship/Industrial/Project training in your organization from **J.C.Bose UST, YMCA** as per academic program of the University. You are requested to kindly consider his/her candidature for the same.

Consider it as a letter of no objection for his/her internship.

A word of confirmation will be highly appreciated.

Thanking you,

Yours faithfully,

Training & Placement officer

Email-tpoymcal@gmail.com, tpo@jcboseust.ac.in

Phone:0129-2242141

Visit us at: <https://jcboseust.ac.in/>



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 _____ to _____

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 1st April, for a period up to 31st March, 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. 1st assessment will be done from 1st March-31th March, and 2nd assessment will be done from 1st May to 31st May. 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,

Training & Placement officer
Phone: 0129-2242141
Email:tpoymca1@gmail.com
tpo@jcbouseust.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_____

STRICTLY CONFIDENTIAL



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

PROJECT REPORT OF INPLANT TRAINEES

(To be filled by Department HOD/Mentor in Industry)

Name of industry..... Department: Training Report: From to	Name of student Roll No Branch
--	--

Project Title:

Sr.No	Area	Point to be Considered	Total Mark	Marks Awarded	Remarks
1	Knowledge of work	Fundamental knowledge about project/work assigned	15		
2	Project/Practical skills	Comprehensive knowledge about the project/job assigned and the level of competency	25		
3	Punctuality about the work/job assigned	Attendance during training to be considered & filled in remarks calculate (%)	10		
4	Maturity and Initiative	Whether he/she needs constant supervision or can proceed independently	10		
5	Dealing with workers and colleagues	His/her behavior, attitude, manners and communication skills	10		
6	Application	How far he/she applies his/her mind to the work? His/her innovative tendencies/development	10		
7	Training diary	The quality and regularity with which he/she maintains the diary.	10		
8	Punctuality attendance and safety	Does he/she comes in time and is he/she regular? His/her concern about safety and general discipline.	10		
		TOTAL Marks of Columns 1-8	100		

Name of assigning department HOD/mentor

(Details of Mentor)

1. Signature.....
- Name.....
- Designation.....
- Contact No.....
- Email id.....
- Official Stamp
- Date of Assessment

(Details of HOD)

2. Signature.....
- Name.....
- Designation.....
- Contact No.....
- Email id.....
- Official Stamp
- Date of Assessment

* Please note only duly filled assessment form will be accepted.



J. C. Bose University of Science & Technology, YMCA, Faridabad
TRAINING ATTENDANCE RECORD OF B. Tech 8th & MCA, B.Sc. Animation 6th
SEMESTER STUDENTS
To be filled by Department HOD/Mentor in Industry

TRAINING ATTENDANCE RECORD OF B. Tech 8th & MCA, B.Sc.
Animation 6th SEMESTER STUDENTS

1. Name of the student :
2. Roll No. :
3. Branch :
4. Name of company :
With Address

S.No.	Month	Total No. of working days	No. of days attended	Dates of absence
1.	Jan.			
2.	Feb.			
3.	March			

Signature: _____

Name: _____


Designation: _____

(Official stamp with date)

Please post it to:

Training & Placement Officer
J.C.Bose University of Science & Technology, YMCA
Sector-6, Mathura Road,
Faridabad-121006
Haryana

STRICTLY CONFIDENTIAL

	J. C. Bose University of Science & Technology, YMCA, Faridabad PROJECT REPORT OF INPLANT TRAINEES (To be filled by Department HOD/Mentor in Industry)				
Name of industry..... Department: Training Report: From to			Name of student Roll No Branch		
Project Title:					
Sr.No	Area	Point to be Considered	Total Mark	Marks Awarded	Remarks
1	Knowledge of work	Fundamental knowledge about project/work assigned	15		
2	Project/Practical skills	Comprehensive knowledge about the project/job assigned and the level of competency	25		
3	Punctuality about the work/job assigned	Attendance during training to be considered & filled in remarks calculate (%)	10		
4	Maturity and Initiative	Whether he/she needs constant supervision or can proceed independently	10		
5	Dealing with workers and colleagues	His/her behavior, attitude, manners and communication skills	10		
6	Application	How far he/she applies his/her mind to the work? His/her innovative tendencies/development	10		
7	Training diary	The quality and regularity with which he/she maintains the diary.	10		
8	Punctuality attendance and safety	Does he/she comes in time and is he/she regular? His/her concern about safety and general discipline.	10		
		TOTAL Marks of Columns 1-8	100		

Name of assigning department HOD/mentor

- | | |
|--|---|
| (Details of Mentor)
1. Signature.....
Name.....
Designation.....
Contact No.....
Email id.....
Official Stamp

Date of Assessment | (Details of HOD)
2. Signature.....
Name.....
Designation.....
Contact No.....
Email id.....
Official Stamp

Date of Assessment |
|--|---|

* Please note only duly filled assessment form will be accepted.



J. C. Bose University of Science & Technology, YMCA, Faridabad
TRAINING ATTENDANCE RECORD OF 8TH SEMESTER STUDENTS
To be filled by Department HOD/Mentor in Industry

TRAINING ATTENDANCE RECORD OF B. Tech 8th &MCA, B.Sc.
Animation 6th SEMESTER STUDENTS

- 1.
2. Name of the student :
3. Roll No. :
4. Branch :
5. Name of company :
With Address

S.No.	Month	Total No. of working days	No. of days attended	Dates of absence
1.	April			
2.	May			
3.	June			

Signature: _____

Name: _____

Designation: _____

(Official stamp with date)

Please post it to:

Training & Placement Officer
 J.C.Bose University of Science & Technology, YMCA
 Sector-6, Mathura Road,
 Faridabad-121006
 Haryana



PROJECT REPORT OF INPLANT TRAINEES

(To be filled by Internal examiner/faculty)

Name of Industry.....	Name of student
Name of the HOD/Mentor.....	Roll No
Department.....	Branch
Contact No of HOD/Mentor.....	Contact No.....
Email id.....	Email id
Training Report: 1 st Visit with date	
2 nd visit with date.....	

Project Title

Detail

Sr. No	Area	Point to be Considered	Total Marks	Marks Awarded	Remarks
1	Knowledge of work	Fundamental knowledge about project/work assigned	20		
2	Project/Practical skills	Comprehensive knowledge about the project/job assigned and the level of competency	30		
3	Daily Diary/report Book	Check contents & its relevance to the work done. Sign the last page with date	20		
4	General impression & confidence	How much confidence has he acquired	10		
5	Report from his training supervisor/mentor about his attendance & general conduct etc.	His/her behavior, attitude, manners and communication skills	20		
		TOTAL Marks of Columns 1-5	100		

(Details of Internal examiner/faculty)

Signature

Name.....

Designation/Deptt.....

Contact No.....Email idDate of assessment..... Date of visit

Date of forwarding the assessment to the faculty placement co-ordinator..... Signature

IMPORTANT INSTRUCTIONS:-

- 1.The Internal examiner/faculty must forward the assessment forms dully filled to the faculty placement coordinator within two days after the assessment in a confidential cover.
- 2.If any student is found absent on the day of the visit, his assessment form should be marked “ABSENT” & forwarded the same to the faculty placement coordinator.
3. The visit to industry will be strictly confidential. The intimation of visit will only be given to mentor of the student.

Date of forwarding the assessment to the Training & Placement officer

Signature of faculty Placement Coordinator.....



J. C. Bose University of Science and Technology, YMCA, Faridabad
Training & Placement Cell

STUDENT FEEDBACK FORM

NAME: _____

ROLL NO. _____

BRANCH. _____

EMAIL ADDRESS _____

1. Did you frequently participate in T & P Activities as student coordinator? _____
2. Are you aware about training and placement rules of the University? _____
3. How relevant and helpful do you think T & P cell is working for your placement? _____
4. Does all Information from T & P cell have reached to your end? YES___ NO___
5. Are you satisfied with current activities offered by T & P Cell? YES___ NO___
6. How much satisfied are you with :

		Very Good	Good	Average	Poor
1.	Placement related notification				
2.	Testing Procedures				
3.	Responsiveness from CRS				
4.	Responsiveness from T and P Cell				
5.	Companies visiting the University				
6.	Campus for placement Venue of interviews and tests				

7. List out three strength of T & P cell _____

8. Do you have any Suggestions _____

J.C. BOSE UNIVERSITY OF SCIENCE AND TECHNOLOGY YMCA, FARIDABAD
DEPARTMENT _____

Performa of Industrial Training Impact

Name of Student _____

Roll No. _____

Name of Industry: _____
 (where industrial training undergone)

After undergoing the industrial training in above company, please specify your response about the training on the following points:-

(1) How much enhancement do you feel about practical knowledge?

1	2	3	4	5
---	---	---	---	---

(2) How much improvement do you feel about your behavior with seniors?

1	2	3	4	5
---	---	---	---	---

(3) How much improvement do you feel about your behavior with subordinates?

1	2	3	4	5
---	---	---	---	---

(4) How much improvement do you feel in your Leadership quality?

1	2	3	4	5
---	---	---	---	---

(5) What is the improvement about your Team work?

1	2	3	4	5
---	---	---	---	---

(6) How much you are aware about advances in Technology/equipment?

1	2	3	4	5
---	---	---	---	---

(7) How do you relate the theory subject knowledge with industrial training?

1	2	3	4	5
---	---	---	---	---

(8) What is the overall impact on your personality?

1	2	3	4	5
---	---	---	---	---

1	Poor	2	Satisfactory	3	Good	4	Very Good	5	Excellent
---	------	---	--------------	---	------	---	-----------	---	-----------

DATE__

SIGNATURE__

**J.C BOSE UNIVERSITY OF SCIENCE AND TECHNOLOGY,
YMCA,FARIDABAD**

NO DUES CERTIFICATE

Date:- _____

Sub:- **No Dues Certificate to be submitted by the students of all branches**

Name: _____ S/o, D/o Shri _____

Roll No: _____ Class: _____

Branch: _____

Kindly intimate the dues, if any, against the student so that he may be asked to clear the same before he/she is allowed to leave for his/her project training w.e.f _____ Year _____

Training & Placement Officer

1. HOD _____
2. Chief Hostel Warden _____
3. SO (Accounts) _____
4. Librarian _____
5. Sports _____
6. HOS concerned workshop _____



J. C. Bose University of Science and Technology, YMCA, Faridabad
Training & Placement Cell

Training Report Format

The students must follow the following standards & format of project report for final submission.

Cover	:	Hard bound Maroon colour with Golden embossing
Shelf side of report	:	Printed with Year, Name and Roll No. of Student
Margins	:	Top: 2.54, Bottom: 2.54, Left: 2.54, Right: 3.81, Gutter: 0
Orientation	:	Portrait
Page No.	:	Bottom, Centred, Front pages numbered as i, ii, iii etc. Chapter pages and references numbered as 1, 2, 3 etc.
All fonts	:	Times New roman
Chapter No.	:	Font size 14 Sentence case + Bold
CHAPTER TITLE	:	Font size 14 Capital case + Bold
FIRST LEVEL OF HEADING	:	Font size 12 Capital case + Bold
Second Level of Heading	:	Font size 12 Sentence case + Bold
<i>Third Level of Heading</i>	:	Font size 12 Sentence case + Italic (Without bold)
Table Caption	:	Font size 12 Sentence case + Bold(at the top of the Table)
Fig. Caption	:	Font size 12 Sentence case + Bold(at the bottom of the Fig.)
Body Text	:	Font size 12 Normal
Line Spacing	:	1.5 lines
Printing	:	One side of the page
Chapter Marker Pages:		Inserted before start of each Chapter (with no page number)
		Centred with Chapter no. and name of Chapter, font size 22
Brief Profile of Student:		Inserted as the last page of Project Report

Sequence of Project Report:

1. Training Completion Certificate
2. Candidate Declaration
3. Acknowledgment
4. Table of Contents
5. Company Profile
6. Introduction to project
7. Requirement Analysis (SRS etc)
8. Design (High level design Data Flow Design etc)
9. Information about module implemented by Student (Code not required)
10. Database, data dictionary,
11. Information about testing strategy
12. Snapshots of GUI
13. References
14. Brief Profile of Student

Hard bind (one copy)

Softcopy in CD(one only) Label with (Name, Roll No., Branch)



J. C. Bose University of Science and Technology, YMCA, Faridabad
Training & Placement Cell

CANDIDATE'S DECLARATION

I hereby certify that the work which is being presented in this project report titled _____ submitted to "J.C.Bose University of Science & Technology, YMCA, Faridabad", is an authentic record of my own work carried out in the company _____." The work contained in this thesis has not been submitted to any other University of Institute.

Student Name

Student Roll No.

EXAMINERS EVALUATION

The project report has been evaluated by us.

Internal Examiner

Signature:_____

Name:_____

Designation:-_____

Date:_____

Internal Examiner

Signature:_____

Name:_____

Designation:-_____

Date:_____

Training Letter

No. TPO 2019-20: _____/_____

Subject: 6-8 weeks project training (W.E.F.) _____

Dear Sir,

J.C.Bose University of science & technology, YMCAUST Faridabad (Erstwhile YMCA Institute of engineering) was started as Indo-German Project and established in 1969 as a joint venture of the National Council of YMCAs of India, Govt. of Haryana and Central Agencies for development Aid, Bonn, Germany to impact high quality technical education to students on German Pattern. The YMCAUST was established by Act XXI, of 2009 as a state university on 1-12-2009. The university is accredited grade 'A' by NAAC (National Assessment Accreditation Council). The university is fully funded by Haryana Govt. YMCA Faridabad is well known for its industry proven academic curriculum.

Over the years the university has acquired high recognition among leading industries. Our students have been well accepted by the industries.

The salient features of our academic program are as such:

- (A) 6-8 weeks project report training is imparted to MBA students in the June and July every year.
- (B) It is requested that trainee may be attached to the project manager for the attendance and assessment of the trainee. The training completion letter 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 knowledge of the undersigned.
- (C) As per curriculum it is mandatory to assess the trainee during the tenure of trainee, for the same faculty members will be deputed by the university to assess the progress of trainee.

Mr./Miss _____ S/o,D/o Sh. _____ Roll No. _____. A student of this university of _____ branch is interested to undergo internship industrial/project training in your organization from _____ as per academic program of the university. You are requested to kindly consider his/her candidature for the same.

Consider it as a letter of no objection for his/her internship.

A word of confirmation will be highly appreciated.

Thanking You,
Yours faithfully,

Training & Placement officer
Email:- tpoymca1@gmail.com
Phone No.:- 0129-2310119, 2310120

Instruction for Candidates for Industrial Training of MBA students

1. It is mandatory for every student to complete 6-8 weeks of industrial training after 1st year. Students can be assigned companies for the same either through the training and placement cell or training can 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 and 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 by the faculty members of the concern department during the period mentioned in your training letter.
4. The university is free to conduct any surprise visit without any prior confirmation.
5. It is mandatory for every student to provide updated contact details of mentor and the company so that in case of any queries they may be contacted.
6. It is mandatory for every student to update their contact details with TPO office before leaving for training.
7. If a company chooses to change the address of your training place then the same maybe updated with the 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 the Student _____

Roll No. _____

Branch _____

Name of Company _____

Address of Company _____

Format for Project report

The tentative content of the report is given below:

- ❖ Cover Page
- ❖ Acknowledgement
- ❖ Certificate from organization/company
- ❖ Introduction
- ❖ Company profile
- ❖ Literature Review if any
- ❖ Research Methodology (Objective of the Research, Type of data, Sample design, Hypothesis, Analytical Tools, Limitations of Study)
- ❖ Data Analysis
- ❖ Findings
- ❖ Conclusions
- ❖ Recommendations
- ❖ References
- ❖ Appendices – to include questionnaire, if any

Assessment Process

The report must be submitted within one month from commencement of third semester. One chapter must be included about history of the organization, its structure, products and services offered. The average size of report will be 60 to 80 typed pages in standard font size 12 and one half spacing on A4 size papers. It is mandatory that student will make presentation in presence of teachers and students.

No. TPO 2018-20: _____/_____

Date : _____

Subject: 4-6 weeks Summer Training (W.E.F.) _____

Dear Sir/Madam,

J.C Bose University of Science & Technology, YMCA Faridabad (Erstwhile YMCA Institute of engineering) was started as Indo-German Project and established in 1969 as a joint venture of the National Council of YMCAs of India, Govt. of Haryana and Central Agencies for development Aid, Bonn, Germany to impart high quality technical education to students on German Pattern. The YMCAUST was established by Act XXI, of 2009 as a state university on 1-12-2009. The university is accredited grade 'A' by NAAC (National Assessment Accreditation Council). The university is fully funded by Haryana Govt. YMCA Faridabad is well known for its industry proven academic curriculum. Over the years the university has acquired high recognition among leading industries. Our students have been well accepted by the industries.

The salient features of our academic program, M.Sc. Environmental Sciences (4 Semesters program) are as such:

- Theory and labs are divided into ratio 70:30.
- 4-6 weeks project report training is imparted to M.Sc Environmental Sciences students in the month of June and July every year as a part of curriculum.
- For further details, the concerned organization may contact Dr. Renuka Gupta, Faculty Incharge, Department of Environmental Sciences, email id: renug77@gmail.com , contact number: 9999692469.

During project training handsome stipend has always been paid to most of our students.

Mr. /Miss _____ **s/o/d/o Sh.** _____ **Roll**
No. _____ , a student of this university of _____ branch is interested to
 undergo internship industrial/project training in your organization from _____ as per
 academic program of the university. You are requested to kindly consider his/ her candidature for the same.

Consider it as a letter of no objection for his/her internship.

A word of confirmation will be highly appreciated.

Thanking You,

Yours faithfully,

Training and Placement Officer

Email: tpoymca1@gmail.com

Phone No.: 0129-2310119, 2310120

FORMAT OF PROJECT REPORT

Thesis Cover : Hard bound black colour with title of project and university logo

All fonts : Times New Roman

Chapter No. : Font size 14 Sentence case + Bold

Chapter Title : Font size 14 Capital case + Bold

First Level Of Heading : Font size 12 Capital case + Bold

Second Level of Heading : Font size 12 Sentence case + Bold

Third Level of Heading : Font size 12 Sentence case + Italic (Without bold)

Table Caption : Font size 12 Sentence case + Bold (at the top of the Table)

Fig. Caption : Font size 12 Sentence case + Bold (at the bottom of the Fig.)

Body Text : Font size 12 Normal

CONTENT:

Certificate from Organization/Industry

Candidate Declaration

Acknowledgement

Table of Contents

Abstract Introduction

Literature Review

Methodology

Result and Discussion

Conclusion

References

DATE: _____

No. TPO 2017-19: _____

Subject: 10-12 weeks Industrial Training/Internship/Dissertation (w.e.f.) _____

Respected Sir,

YMCA University of Science and Technology, YMCAUST Faridabad (Erstwhile YMCA institute of engineering) was started as Indo-German project and established in 1969 as joint venture of the National Council of YMCAs of India, govt. of Haryana and Central Agencies for development aid, Bonn, Germany to impart high quality technical education to students on German Pattern. The YMCAUST was established by Act XXI, of 2009 as a state university on 1-12-2009. The University is accredited grade 'A' by NAAC (National Assessment Accreditation Council). The University is fully funded by Haryana Government. YMCA Faridabad is well known for its industry proven academic curriculum. Over the years university has acquired high recognition among leading industries. Our students have been well accepted by the industries.

Salient features of our academic program, M.Sc Environmental Sciences are as such:

- (A) Theory and Labs are divided into ratio 70:30.
- (B) 10-12 weeks Industrial Training/Internship/Dissertation is imparted to M.Sc Environmental Sciences students in the February to May every year.
- (C) It is requested the trainee may be attached to the mentor and the attendance and assessment of the trainee may be sent to the undersigned on the prescribed form on completion of the work. The training completion letter may be handed over to trainee in a confidential cover on the last day of his/her training/dissertation. During training/dissertation the students will be governed by the leave rules of organization. If a student keeps himself/herself absent without any prior permission, then the same may be brought in knowledge of the undersigned.
- (D) As per curriculum it is mandatory to assess the trainee during the tenure, for the same 2 faculty members will be deputed by the university to assess the progress of the trainee. The assessment will be done in the month of March. It is requested that faculty members may be allowed to meet the trainees during their visit.
- (E) For further details, the concerned organization may contact Dr. Renuka Gupta, Faculty Incharge, Department of Environmental Sciences, email Id: renug77@gmail.com, contact no: 9999692429.

Mr./Ms. _____ S/o /D/o _____

Roll no. _____, a student of M.Sc Environmental Sciences branch is interested to undergo industrial training/internship/dissertation in your organization from as per academic program of the university. You are requested to kindly consider his/her candidature for the same. Consider it as a letter of No Objection for his/her internship. A word of confirmation will be appreciated.

Thanking you

Yours Truly,

Training and Placement OfficerEmail: tpoymca1@gmail.com

Phone no: 0129-2310119,2310120

PERSONAL DATA FORM

1. Personal Details

Name:

Email:

Roll Number:

Branch

Mobile Number

WhatsApp Number

Address:

2. Father's Details

Name:

Occupation:

Mobile Number:

3. Mother's details

Name:

Occupation:

Mobile Number:

I undertake that I will inform training and placement office immediately in any case of any change of my personal details.

Dated:

Signature



J. C. Bose University of Science & Technology, YMCA, Faridabad Training & Placement Cell

Undertaking for Interns (B.Tech- CE/IT/ECE/EIC/EL/Mech. & MCA) 2020 batch

1. I take complete responsibility of Assessment and attendance as mentioned in letter through which I have applied for internship.
2. I will inform T&P office for all leaves which I will be taking during internship. I will be responsible for my presence at the time of assessment and if I will be absent at that time then my assessment marks will be ZERO.
3. I will share my live location whenever asked to do so.

I will follow all rules of T&P Cell mentioned below.

Name :

Roll No. :

Signature :

Rules to be followed by all interns:

- (A) Whenever a student is taking leave for any reason then he/she must intimate TPO office in advance via email (tpo@jcboseust.ac.in) patpo2ymca@gmail.com) and WhatsApp no. (9896563004). Reason for taking leave must be mentioned with duration.
- (B) If any student is not present in their company during assessment which will be done by teachers of J.C.Bose UST, then he/she will be marked absent and their marks will be ZERO.
- (C) Date and time of assessment will not be disclosed to student in advance. It will be a surprise visit.
- (D) Students may also be asked to share their live location anytime on WhatsApp. So all students are advised to update their WhatsApp number in TPO Cell.