



GOVERNMENT COLLEGE OF ENGINEERING, JALGAON

(An Autonomous Institute Of Govt of Maharashtra)

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Email: - princej@rediffmail.com

No. GCOEJ / /

Date:

To,

Subject: Recommendation for Vocational In-Plant Training / Sponsored Project / Case Study / Industrial Visit for our student.

Dear Sir/Madam.

The Government College of Engineering, Jalgaon, is always devoted to provide quality technocrats to the leading Industries. In this endeavour we need your support in the form of accommodating our student for short term Vocational In-Plant training / Sponsored Project / Case Study / Industrial Visit in your esteemed organization. This will expose our students to have practical knowledge about industrial practices and environment and will help the students to achieve credit points as per their curriculum. Your co-operation in this regard will also help to enhance industry institute interaction.

I recommend the following students (Attach separate sheet for more names) for

Vocational In-Plant training / Sponsored Project / Case Study / Industrial Visit.

Sr.No	Name of the students	Class	Branch	No of Days

Please schedule the dates as per your convenience and kindly convey regarding the confirmation and requisites at the following address, so that we can arrange accordingly. It is requested that students completing the activities may be issued certification appropriately.

Thanking You,

For Contact: tandpjal@gmail.com

**Principal
Govt. College of Engg. Jalgaon**

GOVERNMENT COLLEGE OF ENGINEERING, JALGAON
INSTRUCTIONS TO STUDENTS

Dear Student,

You have got the admission in this prestigious Govt. College of Engg. Jalgaon. Now you are going to have your in Vocational In-Plant training / Sponsored Project / Case Study / Industrial Visit of _____days/weeks duration in practical fields (Factory / Consultancy firm / Defence activity / Workshop / small / medium / large scale industries). I am sure that your sincere and honest efforts in the practical fields will also bring laurels to this institution. At this stage, I would like to give you some tips so that you will bring name and fame to the institution. Read the following instructions carefully and sign the undertaking.

1. You will observe the utmost discipline and rules of conduct required by the concerned industry, where you are going for training / visit / project / study.
2. You will observe and maintain the working hours of the concerned industry.
3. You will not show a casual attitude towards training since it is a part of your curriculum. You should not consider training as a part of the holidays.
4. You should never chitchat with workmen/Supervisors thereby wasting yours valuable time.
5. You will not be entitled for any kind of leave during your training.
6. You will have to make your own lodging and boarding arrangements.
7. You will always carry with your identity card issued by the college.
8. The institution will not pay you T.A./D.A. etc for your training. Neither there is binding on the concerned industry to pay you T.A/D.A.
9. The training is purely on “No pay No fees” basis.
10. You will receive the training at your own cost and risk.
11. During your training period, the concerned industry where you are going to receive your training shall have no liability for accidents etc.
12. You have to submit the copy of completion certificate of training to your department.

Head of..... Dept.
Govt. College of Engg. Jalgaon

UNDERTAKING

I fully agree with the instructions given above. I will follow the rules and regulations of the company.

Signature of students
(Signature by all the students is compulsory)

Name of the students : _____
Class & Branch : _____
Date of commencement : _____
Name of Industry : _____
Address of Industry : _____
Type of industry : _____
Industry Contact Person : _____
Telephone No and Email: _____

(* Submit the photocopy of this form to TPO / Departmental TPO coordinator for record and get outgoing No.)

(Students are informed to Submit this page to T P O College after filling it by company authority)

Industry Institution Interaction Proforma

	In plant training		Case study		Project	
	Class	No. of students	Class	No. of students	Class	No. of student
Research and development						
P P C						
Maintenance						
Marketing						
Software						
Manufacturing						
Design						
Any Other						

Expert Lectures

Name of speaker:

Area/Topic

Campus Interviews:

Branches:

Job Trainees:

Requirement regarding consulting/testing facilities:

Expected job description of engineers as per nature of your industry:

Feedback & Suggestions for improvement:

Date of completion:

Signature of Company Authority
With Name, Address and Designation