

GUIDELINES FOR TRAINING

Department of Training & Placement along with the faculty members (Coordinators) nominated from their respective departments shall monitor the process of the training of the students. Following instructions should be read carefully and these will act as guidelines for students. If the instructions are not followed by the students, then their training is liable to be cancelled & the concerned student will have to repeat the training in the next semester.

- a) The training shall be arranged/permitted by the Director Training & Placement.
- b) Confirmation letter and the profile of the company/ organization in which the training is confirmed must be submitted to the Department of Training & Placement.
- c) It is mandatory for all the students to do projects.
- d) The students must keep record of day to day activities on the daily diary which he/she should get issued from the Department of training and placement. The daily diary should be signed by the concerned shop/department incharge once in a week.
- e) The students have to bring daily diary to the industry whenever he visits the industry.
- f) The students must mark their attendance daily and their behavior in the company should be exemplary.
- g) The students are advised not to leave the place of training without taking permission in advance from the industry supervisor and the faculty coordinator.
- h) If a student is found absent during a scheduled or unscheduled visit by the faculty coordinator, an explanation will be called upon and strict action would be taken which could be even cancellation of the training.
- i) No request for the change of the company during the training period will be entertained, but in special cases, it can be put up through the Faculty coordinator or the Director (T&P) for his approval.
- j) The students are advised to request their industrial training supervisors to allot them the multi disciplinary projects or those projects which could actually enhance their skills. Those students who have been given projects based on studies of improvements of systems should write the complete conclusions related to the project in their training reports.