



INSTITUTE OF TECHNOLOGY, KORBA (C.G.)

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No./ITK/TPO/2010/50

Korba, Dated:-10/04/2010

Notice

All the students of B.E. 2nd year fourth semester who have cleared their first year examination/ having maximum of one theory paper in backlog are hereby informed that as per academic calendar of CSVTU they have to undergo a vocational training of during 17th May to 19th June 2010. So students fulfilling above criteria will submit an application in prescribed format by 02:00 pm of 13th March 2010. Before submitting application all students should take care of following:

- Company, in which a student wants to complete their training, must be a national level/ISO 9000 certified company/public sectors or private limited company.
- Duration of training must be of same as mentioned in academic calendar of CSVTU Bhilai.
- Format for applying is given below students must mention name and contact number of responsible person, complete mailing address of company with the copies of 1st year mark sheets.
- Students who are willing to avail their vocation training in company of their interest will mention the same in the application and it will be their own responsibility to get a seat in desired company. This requires a pre-confirmation before submitting their application to college.
- Based on application submitted by student college will issue a sponsorship letter to students and a copy of that letter will be sent directly to the company.
- Students who do not have any company personnel in contact or unable to arrange their vocational training at their own will have to submit an application clearly stating that they want a vocational training form college sponsored companies. For such students college will help to arrange for their vocational trainings and will sponsor them in any company where availability of seats can be made for them.
- Once the sponsorship letter issued to student will be final and further no change or a second sponsorship letter will be issued to any student.
- Students will prepare a training report during their training and will submit a copy of report to respective HOD immediate after starting of new academic session.
- After end of training students will ensure to submit a copy of training completion certificate from company to respective HOD and TPO.
- All students will give a seminar/presentation of their training weekly under the supervision of respective HOD.
- As per the performance of their training and presentation HODs will evaluate and allot marks for their vocational training.

Principal
Institute of Technology
Korba (C. G.)

Format of application for vocational Training Session May-June 2010

To

Principal
Institute of Technology
Korba (C. G.)

Subject – Application for issuing of sponsorship letter for vocational training.

Name - _____
Father's Name - _____
Address - _____
Phone/ Mobile No. - _____
Branch - _____
Roll No - _____

Details of company for Vocational training:

1. First preference -

Name of Company	
	Designation (In-Charge Training)
	Complete Mailing Address
	Phone No
	Contact Person
	Contact Person's Mobile/Phone No.

2. Second Preference -

Name of Company	
	Designation (In-Charge Training)
	Complete Mailing Address
	Phone No
	Contact Person
	Contact Person's Mobile/Phone No.

Kindly issue me a sponsorship letter for any one of above companies.

I hereby declare that:

- ✓ **I am going for training at my own risk.**
- ✓ **I will bear all the direct and indirect expenditure occurring for this training.**
- ✓ **I will maintain high degree of discipline during my stay in company.**
- ✓ **I will follow all the rules, regulations and safety measures of company.**
- ✓ **I will submit a copy of training report and training certificate after completion of training.**
- ✓ **I will not claim for any financial assistance or for any loss/damage, from company or college.**

Parent's/ Father's Signature:

Date:

Place:

Candidates Signature:

Forwarded By:

H.O.D.