



INSTITUTE OF TECHNOLOGY, KORBA (C.G.)

BALCO-URGA RING ROAD, VILL-JHAGARHA, PO- RISDI, KORBA-495683

PHONE NO.07759-695874, 7898955059, 9893905053

E-mail: tpo.itkorba@gmail.com Website: www.itkorba.com

No. ITK/TPO/VT/2014/

Korba, Dated:- __/__/14

To,

.....
.....
.....
.....

Subject: Sponsorship for summer vocational training.

Dear Sir,

Institute of Technology, Korba was established in year 2008 under Public-Private Partnership scheme by Government of Chhattisgarh. As per academic calendar of Chhattisgarh Swami Vivekanand Technical University, Bhilai students of 3rd/2nd year of engineering have to undergo a practical training of four-six weeks during May-June 2014.

The following student has shown his/her interest to pursue vocational training at your esteemed organization. He / She will undertake training at their own risk and cost. He/ She is hereby sponsored for the same.

S.No	Name of Student	Branch/Semester	Duration

Please do needful in this regard. Further you are kindly requested to issue certificate on successful and satisfactory completion of training.

Training & Placement Officer
Institute of Technology,
Korba (C.G.)

Format of application for Summer Vocational Training 2014

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 the 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/ organization.
- I will follow all the rules, regulations and safety measures of company/ organization.
- 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/ Guardian's Signature

Date :

Place :

Candidate's Signature

Forwarded By :

H.O.D

INSTITUTE OF TECHNOLOGY KORBA (C.G.)

CONTENTS FOR TRAINING REPORT

S.No	Chapter	Sub Heading	Contents	Page No.
	Preface	-	Foreword about training and its selection	i
	Acknowledgement	-	Acknowledgement to company personnel and college personnel	ii
	Certificate	-	Certificate	iii
	Index	-		iv
01.	Introduction	-	Brief introduction of company with its capacity and major functions.	
		Process Layout	Process flow diagram clearly showing various departments and operation of each.	
		Organization pyramid	Organization chart showing roles and responsibility up to lower management.	
02.	Functions	Departments	Name of various departments and role of each department.	
		Operations	Nature and details of work done in each above department with figures of major machinery.	
03.	Resources	Raw Materials	Write essential materialistic needs of company for operation and how those materials are being arranged including quantitative analysis.	
		Products	Write product of company with following details- Specification, annual turnover, byproduct etc.	
04.	Scope	Future Projects	Briefly describe future expansion projects/ pipeline projects of company.	
		Frequently occurring maintenance	Failure data of machine/ machine parts, period and method of preventive maintenance. Flow diagram for recovery under breakdown maintenance.	
05.	Projects (for 6 th sem students only)		Selection of minor/ major projects for final year.	
			Details of work carried out for minor/ major project.	
06.	References		List of Departments, officer In charge, Designation, contact no, address, e-mail and websites. Sister concern and list of coordinating companies if any.	