

JOINING REPORT

The Training & Placement Officer
Swami Parmanand Engineering College
Vill. Jaulan Kalan, LALRU
Teh. Dera Bassi, Distt. Mohali
PUNJAB

Sub: Joining Report
Sir/Madam,

I, _____ College Roll No. _____ of _____
(Name of Student)
_____ have reported for individual Training on _____
(Stream)
at the work of M/s. _____

For Training program allotted to me for the duration of 6 Weeks.

Thanking You

Yours Faithfully

Name of the Student _____
College Roll No. _____
Stream _____

(Below this line to be filled by company official)

Dear Madam/Sir,

Mr. _____ College Roll No. _____
Of _____ have reported of Industrial Training on _____
At the work of M/s. _____ for Training
Program allotted to him/her for the duration of 6 weeks.
Name of the Officer _____
Designation of Officer _____ Seal & Signature
Address of Company/Organization _____ of the Officer

Tel. No. _____ In charge

Fax No. _____ Training

Place & Date _____

WORK PROFILE

INDUSTRIAL TRAINING WEEKLY PROGRESS REPORT

From _____ To _____

(To be filled by the student)

Name of the Company/Organisation _____

Address of the Company/Organisation _____

Phone /Fax / E-mail _____

Product /Nature of Work _____

Name of the Student/Trainee _____

Stream _____

College/University Roll No. _____

Training Commenced On _____

Training Closed On _____

Work done about Product/Course for Training undertaken during the Period:

Dated: _____

Signature of the Trainee

ASSESSMENT REPORT

Marks to be awarded by the Training manager / Authorized Signatory

(Note: Please Award Marks out of 10 each Max. Marks (100))

Punctuality_____

Adherence to Instruction_____

Team Spirit_____

Ability to Communicate_____

Initiative_____

Sincerity towards Training_____

Resourcefulness_____

Innovativeness_____

Uptake_____

Technical Approach_____

Total Marks for the Period of _____/100

Grading for the Project Work (during the Period if any) _____

(Excellent/Very good/Good/Satisfactory/Poor)

Additional Remarks (if any)_____

Authorized Signatory:

Date:

Name of the Officer:

Office Seal:

Note: Please send this report to:

Training & Placement Officer
Swami Parmanand Engineering College
Vill. Jaulan Kalan, LALRU. Teh. Dera Bassi Distt. MOHALI (PB)

ATTENDANCE SHEET FOR THE TRAINEE

Name of the Student/Trainee _____

College/University Roll No. _____

Stream _____

Name & Address of the Company/Organization _____

Training Commenced On _____

Training Completed On _____

Number of Days Attended _____

Number of Days Leave Availed _____

Training Section/Deptt.								
Date/Month	Sign.	Date	Sign.	Date	Sign.	Date	Sign.	Date
Signature Of In charge	Signature Of In charge	Signature Of In charge	Signature Of In charge	Signature Of In charge	Signature Of In charge	Signature Of In charge	Signature Of In charge	Signature Of In charge

(Authorized Signatory)
 Name of Officer _____ Official Seal _____

INSTRUCTIONS FOR SIX WEEKS TRAINING

1. Students must receive their 6 weeks training letter from Training & Placement Officer within a week after completion of their previous semester exams.
2. Students have to carry their NO DUES of 5th semester fees while receiving their training letter.
3. Students must submit their confirmation letter within 15 days to training and placement officer which will be provided by company/Institute against their training letter i.e. to be submitted either by post or by hand. **(No confirmation mails will be considered other than exceptional cases).**
4. Students must keep one Xerox copy of training letter received from training and placement officer for further enquiries.
5. Original copy of confirmation letters to be submitted to TPO. (Students can keep Xerox copies of confirmation letters for future concern).
6. At the end of training completion period, students must bring xerox copy of training completion certificate which is to be issued by company/Institute. (Only Xerox of TCC to be submitted at Training & Placement Deptt.)
7. Original copy of TCC is not required to present or submit i.e. for their future references.
8. Documents/formats are required to fill by students and submit them along with Xerox copy of **TCC (Training completion certificate) – Joining Report, Work Profile, Attendance sheet, Assessment report.**
9. All cited above formats will be available on college website www.spcet.org