



UNIVERSITY INSTITUTE OF ENGINEERING & TECHNOLOGY
(A Constituent Autonomous Institute and Recognized by UGC Under Section 12 (B) & 2 (f))
KURUKSHETRA UNIVERSITY KURUKSHETRA
(Established by the State Legislature Act XII of 1956)
(‘A+’ Grade, NAAC Accredited)

No. UIET/___ / _____

Dated _____

To

Subject: Request for Industrial Training for B. Tech _____ student for 4/6 weeks.

Dear Sir/Madam,

We are pleased to introduce UIET, a constituent Autonomous Institute of Kurukshetra University, Kurukshetra. The institute is situated in the lush green campus of KUK. The Kurukshetra University is a premier university of Haryana, established in the year 1956. It has been accredited 'A+' grade by NAAC. Currently the institute is running four B. Tech. and six M. Tech courses in Computer Science and Engineering, Electronics and Communication Engineering, Mechanical Engineering and Biotechnology. I would like to bring to your knowledge that our students are among the top rankers of Haryana. Admission to our institute is through IIT JEE rank in B. Tech and through GATE Score and University Entrance test in M. Tech. In the field of Research and Development few students are also enrolled for their PhD.

As a part of the curriculum, B.Tech. students are required to undergo industrial training. This on-site practical exposure in their respective areas will not only give them the confidence of applying the theory learnt during academics in practical shape but will also show them how to handle the operations practically. It will also help them developing into perfect engineers under the expert guidance of your experts.

I therefore request you to kindly permit and make necessary arrangements for training for **Mr./Ms _____ Roll No. _____** a student of B. Tech (_____) semester of this institute from _____ to _____ at your esteemed organization.

We shall be ever thankful to you for your kindness in making his/her career successful.

Thanking you in anticipation.

Yours sincerely,

Convener
Training and Placement Cell,
University Institute of Engineering and Technology,
Kurukshetra University, Kurukshetra
E-mail: tpouiet@kuk.ac.in
Contact: +91-9729999805



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Industrial Training Evaluation Proforma (Confidential)
(To be Filled by the Officer Incharge/Training of the Organization)

1. Name of the Student: Mr/Ms.....
2. Branch Roll No.....
3. (a) Period of Training.....
 - (i) Date of Reporting/Joining.....
 - (ii) Date of Leaving of the Organization.....(b) Leave taken during training with dates From.....To.....No. of Days.....
4. Kindly indicate your assessment of the following qualities by tick marking in the appropriate column:

| Particulars | Excellent | | Good | | Satisfactory | | Poor | | |
|--|-----------|---|------|---|--------------|---|------|---|---|
| | 10 | 9 | 8 | 7 | 6 | 4 | 3 | 2 | 1 |
| Punctuality | | | | | | | | | |
| Conduct/Assignment | | | | | | | | | |
| Behaviour | | | | | | | | | |
| Diligence | | | | | | | | | |
| Habits of working with his/her own hands along with available facilities | | | | | | | | | |
| Supervisor Observation | | | | | | | | | |

5. Any deficiency/short coming which you might have noticed in the trainee.....
6. Good/Strong Points of the Trainee.....
7. Overall rating: Excellent/ Good/ Satisfactory/ Poor.....

Name of Officer/Incharge.....Signature.....
Designation.....

Name of the Organization with address.....

Contact No..... Email Id.....

