

**VAISH TECHNICAL INSTITUTE, ROHTAK – 124001 (HARYANA)**

**PROGRESS REPORT OF IMPLANT TRAINING**

Name of Student.....Roll No.....

Semester..... Discipline.....

Visiting Staff members during training :

1st.....Date :

(Signature)

(Name.....)

2<sup>nd</sup>.....Date :

(Signature)

(Name.....)

| Sr. No. | Points to be considered           | Total Marks | Marks Awarded | Remarks |
|---------|-----------------------------------|-------------|---------------|---------|
| 1.      | Punctuality & Regularity          | 15          |               |         |
| 2.      | Initiative in Training new things | 15          |               |         |
| 3.      | Relationship with workers / staff | 15          |               |         |
| 4.      | Industrial Training Reports       | 55          |               |         |
| 5.      | Total ( in fig. & words )         | 100         |               |         |

Date of assessment.....

Signature of assessment;

(1) .....  
(Field Supervisor)

(2).....  
(Concerned Teacher)

3.....  
(Training & Placement Officer, VTI)

# VAISH TECHNICAL INSTITUTE, ROHTAK

(Recognized By: AICTE & Affiliated to State Board of Technical Education, Haryana)  
(Civil Engg.)

Ref. No \_\_\_\_\_

Dated. \_\_\_\_\_

The Manager HRD

\_\_\_\_\_  
\_\_\_\_\_

Recent  
Passport Size  
Photograph

**Subject: - Industrial Training**

Ours is a reputed **Polytechnic** established in the year 1957. Our Institution is imparting technical education in the Engineering Diploma Streams comprising: **Civil, Electrical, Mechanical, Electronics & Communication (E&C) and Automobile.**

**In addition to the above** this institute is also imparting technical education in the Non Engineering Diploma Streams comprising: **Library & Information Science (LIS) and Office Management & Computer Application (OMCA).**

It is a matter of great pleasure that this institute have been awarded **Best Polytechnic** of Northern India twice by **N.I.T.T.T.R.** Chandigarh. The reputation of our Institution is far reaching. The students of our Institution have been placed in reputed organizations of the country and even abroad..

As per the curriculum of 4<sup>th</sup> Semester a **8-weeks** industrial training/field training/training at ongoing project is compulsory for the students studying in these branches.

I request you Sir, kindly allow our students for industrial training at your esteemed organization / ongoing project in the field related to **Civil Engg.** Industrial training at your organization will be quite beneficial to these students as they will have the exposure of the latest Civil Engg. equipments /technology and in a way society will be benefitted by the knowledge they gain under your expertise as the students are the builders of the Nation.

The major activities (study & making a project report) to be performed by the students during the training may include the following. Our staff members will visit your organization during the training of the students to access their progress with your help..

1. Study of organization structure.
2. Various approval for project.
3. Resource Management
4. Quality Control.
5. Safety Measurement.
6. Study Design and Drawing.
7. Measurement and Bills.

I hope you will be kind enough to allow the training to the student of this Institute

Name of Student \_\_\_\_\_

Father's Name \_\_\_\_\_

Class & Branch \_\_\_\_\_

Roll No. \_\_\_\_\_

Correspondence Address \_\_\_\_\_  
\_\_\_\_\_

Thanking you in anticipation

**Yours Faithfully**

(N.K. Jain)  
Training & Placement Officer  
For Principal V.T.I. Rohtak  
E-mail: vtplacementcell@gmail.com  
Mob.- 8708359640

# VAISH TECHNICAL INSTITUTE, ROHTAK

(Recognized By: AICTE & Affiliated to State Board of Technical Education, Haryana)  
( Library & Information Science)

Ref. No. \_\_\_\_\_

Dated. \_\_\_\_\_

The Manager HRD

\_\_\_\_\_

\_\_\_\_\_

Recent  
Passport  
Size  
Photograph

**Subject: - Industrial Training /Professional Training**

Ours is a reputed **Polytechnic** established in the year 1957. Our Institution is imparting technical education in the Engineering Diploma Streams comprising: **Civil, Electrical, Mechanical, Electronics & Communication (E&C) and Automobile.**

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As per the curriculum of 4<sup>th</sup> Semester a **8-weeks** industrial training/field training/training at ongoing project is compulsory for the students studying in these branches.

I request you Sir, kindly allow our students for Professional Training at your esteemed organization/Institution/University. Professional Training at your organization/Institution/University will be quite beneficial to the student as they will have the exposure of the Library and in a way society will be benefited as the students are the builders of the nation.

The major activities (study & making a project report) to be performed by the students during the training may include the following. Our staff members will visit your organization/Institution/University during the training of the students to access their progress with your help..

1. Preparation of Bibliography of any subject.
2. Reference Sources and Services.
3. Application of Computer in Libraries.
4. Classification and Cataloguing.

I hope you will be kind enough to allow the training to the student of this Institute

Name of Student \_\_\_\_\_ Father's Name \_\_\_\_\_

Class & Branch \_\_\_\_\_ Roll No. \_\_\_\_\_

Correspondence Address \_\_\_\_\_

\_\_\_\_\_

Thanking you in anticipation.

**Yours Faithfully**

**(N.K. Jain)**  
**Training & Placement Officer**  
**For Principal V.T.I. Rohtak**  
**E-mail: vtiplacementcell@gmail.com**  
**Mob.- 870835964**

# VAISH TECHNICAL INSTITUTE, ROHTAK

(Recognized By: AICTE & Affiliated to State Board of Technical Education, Haryana)  
(Office Management & Computer Application)

Ref. No. \_\_\_\_\_

Dated. \_\_\_\_\_

The Manager HRD

Recent  
Passport  
Size  
Photograph

**Subject :- Industrial Training /Professional Training**

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The major activities (study & making a project report) to be performed by the students during the training may include the following. Our staff members will visit your organization during the training of the students to access their progress with your help..

1. Stenography ( English)
2. Accountancy
3. Computer Based Accounting
4. Office Management
5. I.T. Tools & Application

I hope you will be kind enough to allow the training to the student of this Institute

Name of Student \_\_\_\_\_ Father's Name \_\_\_\_\_

Class & Branch \_\_\_\_\_ Roll No. \_\_\_\_\_

Correspondence Address \_\_\_\_\_

Thanking you in anticipation.

**Yours Faithfully**

(N.K. Jain)  
Training & Placement Officer  
For Principal V.T.I. Rohtak  
E-mail: vtiplacementcell@gmail.com  
Mob.- 8708359640

Ref. No. \_\_\_\_\_

Dated. \_\_\_\_\_

The Manager HRD  
\_\_\_\_\_  
\_\_\_\_\_

Recent  
Passport  
Size  
Photograph

**Subject :- Industrial Training**

Ours is a reputed **Polytechnic** established in the year 1957. Our Institution is imparting technical education in the Engineering Diploma Streams comprising: **Civil, Electrical, Mechanical, Electronics & Communication (E&C) and Automobile.**

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As per the curriculum of 4<sup>th</sup> Semester a **8-weeks** industrial training/field training/training at ongoing project is compulsory for the students studying in these branches.

I request you Sir, kindly allow our students for industrial training at your esteemed organization / ongoing project in the field related to **Mechanical & Automobile Engg.** Industrial training at your organization will be quite beneficial to these students as they will have the exposure of the latest equipments /technology and in a way society will be benefited by the knowledge they gain under your expertise as the students are the builders of the Nation.

The major activities (study & making a project report) to be performed by the students during the training may include the following. Our staff members will visit your organization during the training of the students to access their progress with your help..

1. Lay out of the Factory / Workshop / Organization
2. Machinery & Manpower
3. Items being manufactured / repaired with full specification including materials, sizes etc.
4. Major processes involved
5. Details of quality control assurance.
6. Packaging units details.
7. Any other specific importance of the units.

I hope you will be kind enough to allow the training to the student of this Institute

Name of Student \_\_\_\_\_ Father's Name \_\_\_\_\_

Class & Branch \_\_\_\_\_ Roll No. \_\_\_\_\_

Correspondence Address \_\_\_\_\_  
\_\_\_\_\_

Thanking you in anticipation.

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**(N.K. Jain)**  
**Training & Placement Officer**  
**For Principal V.T.I. Rohtak**  
**E-mail: vtiplacementcell@gmail.com**  
**Mob.- 8708359640**

# VAISH TECHNICAL INSTITUTE, ROHTAK

(Recognized By: AICTE & Affiliated to State Board of Technical Education, Haryana)  
(Electrical Engg.)

Ref. No. \_\_\_\_\_

Dated. \_\_\_\_\_

The Manager HRD  
\_\_\_\_\_  
\_\_\_\_\_

Recent  
Passport  
Size  
Photograph

**Subject: - Industrial Training**

Ours is a reputed **Polytechnic** established in the year 1957. Our Institution is imparting technical education in the Engineering Diploma Streams comprising: **Civil, Electrical, Mechanical, Electronics & Communication (E&C) and Automobile.**

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As per the curriculum of 4<sup>th</sup> Semester a **8-weeks** industrial training/field training/training at ongoing project is compulsory for the students studying in these branches.

I request you Sir, kindly allow our students for industrial training at your esteemed organization / ongoing project in the field related to **Electrical Engg.** Industrial training at your organization will be quite beneficial to these students as they will have the exposure of the latest equipments / technology and in a way society will be benefited by the knowledge they gain under your expertise as the students are the builders of the Nation.

The major activities (study & making a project report) to be performed by the students during the training may include the following. Our staff members will visit your organization during the training of the students to access their progress with your help...

1. Study various operations
2. Study various type of material being used
3. Learn about various operations/ processes.
4. Know about various measuring instrumentations and test equipment.
5. Study the plant layout and material handing in an industry.
6. Have knowledge about production planning and control in an industry
7. Know about various quality control techniques and safely measures adopted.
8. Prepare specifications and
9. Disassembly and assembly of motors, transformers available in the laboratory
10. Checking of wiring in the control panels.

I hope you will be kind enough to allow the training to the student of this Institute

Name of Student \_\_\_\_\_ Father's Name \_\_\_\_\_

Class & Branch \_\_\_\_\_ Roll No. \_\_\_\_\_

Correspondence Address \_\_\_\_\_  
\_\_\_\_\_

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**Mob.- 8708359640**

# VAISH TECHNICAL INSTITUTE, ROHTAK

(Recognized By: AICTE & Affiliated to State Board of Technical Education, Haryana)  
(Electronics & Communication Engg.)

Ref. No \_\_\_\_\_

Dated. \_\_\_\_\_

The Manager HRD

\_\_\_\_\_  
\_\_\_\_\_

Recent  
Passport  
Size  
Photograph

**Subject :- Industrial Training**

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I request you Sir, kindly allow our students for industrial training at your esteemed organization / ongoing project in the field related to **Electronics & Communication.** Industrial training at your organization will be quite beneficial to these students as they will have the exposure of the latest equipments /technology and in a way society will be benefited by the knowledge they gain under your expertise as the students are the builders of the Nation.

The major activities (study & making a project report) to be performed by the students during the training may include the following. Our staff members will visit your organization during the training of the students to access their progress with your help..

1. Communication Systems
2. Instrumentation
3. Digital Electronics
4. Microprocessor and Peripheral Devices
5. Electronics Design and Fabrication Techniques.

I hope you will be kind enough to allow the training to the student of this Institute

Name of Student \_\_\_\_\_ Father's Name \_\_\_\_\_

Class & Branch \_\_\_\_\_ Roll No. \_\_\_\_\_

Correspondence Address \_\_\_\_\_  
\_\_\_\_\_

Thanking you in anticipation.

**Yours Faithfully**

**(N.K. Jain)**

**Training & Placement Officer**

**For Principal V.T.I. Rohtak**

**E-mail: vtiplacementcell@gmail.com**

**Mob.- 8708359640**

# VAISH TECHNICAL INSTITUTE, ROHTAK – 124001 (HARYANA)

## PROGRESS REPORT OF IMPLANT TRAINING

(To be filled in by Industry/Organization)

1. Name of Industry / Organization.....Department.....
2. Address of Industry / Organization.....
3. Name of Trainee.....Roll No.....Discipline.....
4. Period of Training: From.....To.....
5. No. of Working days in the period.....
6. Kindly indicate your assessment of the following qualities by tick marking in the appropriate column.

|                                                                                    | Max. Marks |  | Rating Scale |   |   |   |   |   |   |   |
|------------------------------------------------------------------------------------|------------|--|--------------|---|---|---|---|---|---|---|
|                                                                                    | 10         |  | 8            | 7 | 6 | 5 | 4 | 3 | 2 | 1 |
| <b>(i) Punctuality</b>                                                             |            |  |              |   |   |   |   |   |   |   |
| <b>(ii) Conduct</b>                                                                |            |  |              |   |   |   |   |   |   |   |
| <b>(iii) Behaviors</b>                                                             |            |  |              |   |   |   |   |   |   |   |
| <b>(iv) Diligence</b>                                                              |            |  |              |   |   |   |   |   |   |   |
| <b>(v) Habit of working with his/her own hands if the facilities are available</b> |            |  |              |   |   |   |   |   |   |   |
| <b>(vi) Safe work habits/observation of precautions.</b>                           |            |  |              |   |   |   |   |   |   |   |

5. Any deficiency / short coming which you might have noticed in the trainee.
6. Good/Strong point of the trainee.
7. Over all rating ( strike off that is not applicable)                      Excellent/ Good / Satisfactory/ Poor

Date: \_\_\_\_\_ Signature.....

Place: \_\_\_\_\_ Name of Office Incharge.....

Designation.....

To be sent to:

Training & Placement Officer

Vaish Technical Institute

Rohtak – 124001 (Haryana)

Office Seal

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