



**GOVERNMENT COLLEGE OF ENGINEERING**  
STATION ROAD, OSMANPURA, AURANGABAD - 431 005 (MAHARASHTRA)

*"In Pursuit of Global Competitiveness"*

**Phone-** (0240) 2332635, 2326405, 2358333    **Fax –** (0240) 2332835  
**E-Mail –** principal.gcoaurangabad@dtmaharashtra.gov.in    **Web. –** http://www.geca.ac.in

GECA/Industrial Training/

Date:

To,

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

**Sub:** Permission to undergo \_\_\_\_\_ weeks Industrial Training / In-plant training /Internship  
at your esteemed industry during \_\_\_\_\_

**Dear Sir/Madam,**

Please find enclosed here with the application form of  
\_\_\_\_\_ Enrollment No. \_\_\_\_\_. He/She is a  
bonafied student of B. E./ M. E. \_\_\_\_\_ Semester \_\_\_\_\_ Engineering of  
this institute. He/She has good academic background and interested to take industrial training/in-  
plant training/internship to get familiar with the industrial technologies, processes ,practices and  
work culture. This will definitely help the students to enhance their technical knowledge and  
employability skills.

I, therefore request you to kindly allow to pursue his/ her industrial training/in-plant  
training/internship at your esteemed organization during the forthcoming period  
( \_\_\_\_\_ to \_\_\_\_\_). This training is an essential part of the curriculum  
hence your kind co-operation in this regard is highly solicited for the academic excellence at this  
institute.

Thanking you in anticipation,

**Yours sincerely,**

**Head of \_\_\_\_\_ Department**



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To,

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**Sub:** Permission to undergo \_\_\_\_\_ weeks Industrial Training / In-plant training /Internship at your esteemed industry during \_\_\_\_\_

**Dear Sir/Madam,**

Please find enclosed here with the application forms of following students. They are bonafied student of B. E./ M. E. \_\_\_\_\_ Semester \_\_\_\_\_ Engineering of this institute. They have good academic background and interested to take industrial training/in-plant training/internship to get familiar with the industrial technologies, processes ,practices and work culture. This will definitely help them to enhance their technical knowledge and employability skills.

I, therefore request you to kindly allow following students to pursue their industrial training/in-plant training/internship at your esteemed organization during the forthcoming period ( \_\_\_\_\_ to \_\_\_\_\_). This training is an essential part of the curriculum hence your kind co-operation in this regard is highly solicited for the academic excellence at this institute.

Enrollment No.	Name	Branch	Enrollment No.	Name	Branch

Thanking you in anticipation,

**Yours sincerely,**

**Head of \_\_\_\_\_ Department**

**Date:**

**To,**

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

**Sub:** Permission to undergo \_\_\_\_\_ weeks Industrial Training / In-plant training /Internship at your esteemed industry during\_\_\_\_\_

**Respected Sir/Madam,**

I \_\_\_\_\_ is a student of Government College of Engineering, Aurangabad pursuing my graduation/post graduation in \_\_\_\_\_ Engineering at \_\_\_\_\_ year . I am interested to take industrial training/in-plant training/internship to get familiar with the industrial technologies, processes ,practices and work culture. This will definitely help me to enhance my technical knowledge and employability skills. In this regard, your industry is most suitable for the technical area and topic of my concern.

I, therefore request you to kindly allow me for an industrial training/in-plant training/internship at your esteemed organization during the forthcoming period ( \_\_\_\_\_ to \_\_\_\_\_).

Thanking you in anticipation,

**Yours Faithfully,**

**Name:**\_\_\_\_\_

**Enrollment No.**\_\_\_\_\_

# UNDERTAKING

I \_\_\_\_\_ studying in Second/Third/Fourth year of \_\_\_\_\_ Engineering Program at Government College of Engineering, Aurangabad.

I have applied for the in-plant training of II/III/IV/V/VI weeks at \_\_\_\_\_ to enhance my technical and employability/soft skills. I have informed my parents/guardian about this in-plant training and detail schedule of it.

## **I will strictly follow the instructions mentioned below:**

1. Observe the utmost discipline, rules and regulations of conduct required by the concerned industry
2. Never violate the safety rules of the industry
3. Observe and maintain the working hours of the concerned industry.
4. Always follow the instructions received by the mentor/supervisor from the industry
5. Never indulge with the activities related to disturbance to the authorities or working persons
6. Not entitled for any kind of leave during my in-plant training
7. Make my own lodging and boarding arrangements and transportation arrangement to reach the industry premises
8. Will always carry identity card issued by the college or industry.
9. Never ask for the TA/DA to the industry.
10. I may insure myself and never ask for any compensation for industry if any casualty or accident will happen
11. In case of danger or accident prone working platform, inform and consult the Head of the Department
12. Failure to observe the above mentioned instructions, Institute will free to take any disciplinary action against me.

## **Hence UNDERTAKING**

Signature of Student: \_\_\_\_\_

1. Name of the Student: \_\_\_\_\_ Enrollment Number: \_\_\_\_\_

Email: \_\_\_\_\_ Cell No: \_\_\_\_\_

2. Name of Parent/Guardian: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Cell No: \_\_\_\_\_