1. Identify and select organization where you want to do training/project work/internship.
2. After identifying the organization, the student has to Submit **Application form to request training/project work/internship letter** as per the format (displayed in the notice board) to the departmental T & P coordinator addressing Head of the department. **(Note: Student has to show Institute ID card to the coordinator for confirmation purpose)**
3. After receiving application form from the student, the departmental T & P coordinator will issue the training letter after getting Head of Department permission to that concerned students only.
4. The student can apply to the organization with that issued training letter.
5. After getting acceptance to undergo training from the organization, the students have to submit their acceptance letter immediately to the departmental T & P coordinator.
6. After completion of training/project work/internship, the students have to submit the **training report, feedback from the supervisor** (as per the given format), **training certificates** (xerox copy) and necessary documents to the departmental training & placement coordinator.
7. **If not following the steps 5 & 6, the department can take any necessary action.**
8. **The submission of Application form for training/project work/internship letter to the coordinator and issue of training letter from the coordinator strictly only on every TUESDAY & FRIDAY from 3:00 PM to 5:00 PM.**