



J. C. Bose University of Science & Technology, YMCA, Faridabad  
(A Haryana State Government University)  
(Established by Haryana State Legislative Act No. 21 of 2009 & Recognized by UGC  
Act 1956 u/s 22 to Confer Degrees)  
**Accredited 'A+' Grade by NAAC**  
Employment & Training Office

Email: [tpo@jcboseust.ac.in](mailto:tpo@jcboseust.ac.in)/[tpoymca1@gmail.com](mailto:tpoymca1@gmail.com) Telephone: 0129-2242141

Ref. No. ETO/22/587

Dated: 23/12/2023

**B.Tech (all branches) 8<sup>th</sup> semester, B.Sc. ( Animation & Multimedia) -6<sup>th</sup> Semester, MA (JMC) and MCA-4<sup>th</sup> (2023 Pass out year) semester students of this University**

It is notified for the above said students that their industrial training / internship for 06 months would starts from Jan.2023. All these students are advised to submit the training file containing the following documents.

1. **Copy of training letter Head issued by the placement Office. (NOC)**
2. **Training offer letter issued by the industry (Offer letter)**
3. **NO Dues Certificate**
4. **Photocopies of semester wise DMC (Self attested)**
5. **Photocopies of matriculation & Sr. Secondary School Certificate (self-attested)**
6. **Personal Data form**
7. **CV (Calaxy pod format)**
8. **Formal dress passport size photo**
9. **Feedback form**
10. **Undertaking Regarding training (available at TPO webpage)**
11. **Soft Copy (PDF file) of all the document from Sr. No 1 to 10 save as university roll no. pdf) submit through by google form (Link:- <https://forms.gle/FezeXc4TMS488C1p7>)**

The Training file should be submitted in Employment & Training office from 2<sup>nd</sup> Jan. 2023 to 9<sup>th</sup> Jan 2023 as per schedule.

Sr.no	Branch	File Submission of documents date to ETO office
1	CE,IT, & MCA	2 <sup>nd</sup> -3 <sup>rd</sup> Jan 2023
2	ECE,ENC,EIC,& EL	4 <sup>th</sup> -5 <sup>th</sup> Jan 2023
3	ME& Civil	6 <sup>th</sup> Jan and 9 <sup>th</sup> Jan 2023
4	BSE(Animation) & MA (JMC) Submit in branch (Dr. Sonia Hooda & Aditya Kumar)	6 <sup>th</sup> Jan and 9 <sup>th</sup> Jan 2023

  
TPO

### All NOTICE BOARDS

1. PA to Hon. Vice Chancellor: - for kind information of Hon. Vice Chancellor.
2. PA to Registrar: - for kind information of Registrar
3. All Chairperson Department / COF/Academic Section
4. Librarian – for kind information Please.
5. CHW – for kind information Please.
6. SO, A/c Deptt. – for kind information PI You are requested to inform students to these students for depositing their collage fee well in advance, so that students complete their No Dues Certificates by above dates.
7. Website admin. for uploading on website.