

To,

Date: \_\_\_\_\_

The Principal / Training & Placement I/c  
Rajiv Gandhi Govt. Polytechnic  
Vivek Vihar, Itanagar 791 113 (Arunachal Pradesh)

**Subject: Industrial Training Undertaking and Indemnity.**

Respected Sir,

We, \_\_\_\_\_ the parents/ guardian of  
\_\_\_\_\_ (student's name), of \_\_\_\_\_ Department in IV  
Semester.

We, the undersigned parents/guardian shall ensure that our son/daughter shall abide by the Institutes' terms and conditions for industrial training.

We, the undersigned parents/guardian hereby declare and confirm that the Institute shall not be held responsible in the event of any misfortune or accidents and/or personal injuries whether fatal or otherwise involving our son/daughter.

We, the undersigned parents/guardian shall undertake full responsibility of all the consequences should any other person or body suffer such accidents and/or personal injuries and/or damage to property as a result of our son/daughter's negligent act or omission during the course of industrial training.

We, the undersigned parents/guardian shall indemnify and keep indemnified the Institute against any liability, demand, claim, loss or lawsuit in respect of personal injuries to our son/daughter and/or to anybody and/or property damage arising out of or caused by our son/daughter's negligent act or omission during the course of industrial training.

We, the undersigned parents/guardian shall ensure that our son/daughter uphold the good name of the Institute and abide by the code of conduct of the Institute, the Company, the industry and any other relevant rules and regulations at all times during the course of industrial training.

We, the undersigned parents/guardian shall ensure that our son/daughter shall not breach the terms and conditions laid down for industrial training.

Yours sincerely

Parents'/Guardian's Signature : \_\_\_\_\_  
Name of Father/ Mother:/ Guardian : \_\_\_\_\_  
Contact/House Address : \_\_\_\_\_  
Contact Phone Nos : \_\_\_\_\_



*Format for Progressive Assessment of Industrial Training*

**PART-B (I)**

Evaluation (Progressive Assessment to be carried out by the training supervisor)

<i>Evaluation Factor</i>	<i>Max. Marks</i>	<i>Marks Obtained</i>
<i>Behavior</i>	<i>05</i>	
<i>Punctuality</i>	<i>10</i>	
<i>Initiative to learn &amp; Creativity</i>	<i>15</i>	
<i>Safety instructions &amp; procedure</i>	<i>15</i>	
<i>Environmental Concerns</i>	<i>10</i>	
<i>Team work</i>	<i>10</i>	
<i>Communication Skills (Oral/ Written)</i>	<i>10</i>	
<i>Technical Knowledge / skills &amp; its applications</i>	<i>25</i>	

Remarks (if any):

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Name & Signature of  
Training supervisor / in-charge with seal

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**Format for Feedback from Industry/Organization**

**PART-B (II)**

1. Name of the Student (s) :
- i. \_\_\_\_\_
  - ii. \_\_\_\_\_
  - iii. \_\_\_\_\_
  - iv. \_\_\_\_\_
  - v. \_\_\_\_\_
  - vi. \_\_\_\_\_
  - vii. \_\_\_\_\_
  - viii. \_\_\_\_\_
  - ix. \_\_\_\_\_
  - x. \_\_\_\_\_

*(Pl. use separate sheet if required)*

2. Are these activities useful for your organization? Explain briefly.

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

3. As a prospective employer to what extent do you feel the students of the programme will be useful for your organization?

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

4. What are the additional inputs or changes that are to be made in curriculum so that the students of the programme are found receptive by your industry / organization?

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

5. Do you think the knowledge and skill level of the student matched the level of assignment / training? Please specify the shortcomings (if any)

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

6. Please elaborate briefly the procedure for assessment.

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7. Would your organization readily accept trainees of the institution in future also? If NO please explain the reasons.

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8. Please give suggestions for making the industrial training more meaningful and effective.

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Date: .....

Place: .....

*Signature of the representative of Industry/ Organization*

**PLEASE HAND OVER PART-B (I) & (II) TO TRAINEE(S) IN A SEALED COVER  
OR  
MAIL TO BELOW MENTIONED ADDRESS**

**PRINCIPAL / Training & Placement Incharge  
Rajiv Gandhi Govt. Polytechnic  
Vivek Vihar, P. O. R. K. Mission  
Itanagar 791 113 (A. P.)**

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