**Practical Training Registration Form**

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| --- | --- |
| Student Name |  |
| Student ID |  |
| Major |  |
| Training Organization | Name: Address: |
| Training Supervisor Contact Details | Name: Designation: Department: Email: Telephone #: |
| Trainee Responsibilities | 1. 2. 3. 4. 5. |
| Work Hours | Per Week: Total Work Hours: |
| Joining date |  |

*PLEASE CONFIRM THE FOLLOWING STATEMENT:*

* *I acknowledge that the training will take place at the company headquarters, and it won’t be remotely*

*\* Please Turn over the Page*

**By the Training Organization Representative:**

* The student is required to undergo rigorous formal training in the responsibilities  
  mentioned above for the agreed hours.
* Any update about student, his performance, behaviour would be promptly  
  communicated to college via assigned email address and will be kept confidential  
  from the student.
* The organization understands that student responsibilities in the organization are  
  purely voluntary and no monetary exchange is mandated by the college.
* In case of any information furnished by the student proving wrong, both parties have  
  right to terminate the training program.

***Trainee Supervisor Name:  
Trainee Supervisor Designation:  
Trainee Supervisor Signature:***

Stamp

**By the Student:**

I hereby state that all information provided above is correct and the responsibility of its authenticity solely lies on me. In case of any fallacious information, college hold the right to cancel the training registration

***Student Name  
Student ID  
Student Signature***

**Submission Instruction:**

The student training supervisor after getting the details filled in is required to sign the  
document and get it signed from the student as well. After completing, a scanned copy of the form must be uploaded to the registration form

**Note:** Without receiving of filled registration form, the college will assume the training not to  
have initiated. Additionally, student must receive final acceptance email from training committee in the college before starting the training.