



Training & Placement Office
Ghani Khan Choudhury Institute of Engineering and Technology (GKCIET)
 (A Centrally Funded Technical Institute under Ministry of Education, Govt. of India)
 P.O. & Vill. : Narayanpur, Dist. Malda, PIN: 732141, West Bengal

FORM FOR CONDUCTING INDUSTRIAL VISIT

Company Name & Address						
Status: (Private/Govt.)						
No. of Students to visit						
Places of visit:						
Expected Academic out puts of the visit						
Name and designation of Teacher(s) in-charge: (A lady faculty/staff may also accompany the team as escort in addition to male teacher if the team consists of both male and female students.)						
Duration of the Program (mention stating date and end date)	From:			To:		
Students details:	See Annexure - I (attached)					
Itinerary of the Program:						
Departure			Arrival			Mode of Travel
Place	Date	Time	Place	Date	Time	
_____ Signature of the Teacher In-Charge			_____ Signature of the HoD with date			
Note of TPO, if any:			_____ Signature of the Training & Placement Officer with date			

****Note:** A Report including photos of the above visit shall have to submit by the Teacher In-Charge through the respective HoD after completion of the said visit.

Annexure - I

Sl. No.	Name of the students	Gender	Course (B. Tech/Diploma)	Semester	Roll No.	% of attendance (last two semester)	Signature
01.							
02.							
03.							
04.							
05.							
06.							
07.							
08.							
09.							
10.							
11.							
12.							

Signature of the HoD with date