



BRAINWARE UNIVERSITY

**INDUSTRIAL TRAINING/ VOCATIONAL TRAINING/ FIELD TRIP/STUDY TOUR
APPROVAL FORM**

Student Code	Name of the Student	Department	Date

1. **Type of Training/Visit** :
2. **Training arranged by** : Institute Self
3. **Duration of Training/Visit** : From: to (.....) Days
4. **Address & Phone Nos. (for contact)** :
.....
.....
E-mail id :
5. **Mode of Travel** : Train/Bus/Car/Van/Other Mode -Specify (Enclose details in Annexure 1)
6. **Name of the Industry** :
7. **Copy of Approval letter from Industry** : Yes/No (Enclose details in Annexure 2) (In case of self-arranged training)
8. **Accompanying Faculty Details** : Yes/No (Enclose details in Annexure 3)
9. **List of Accompanying Students** : Yes/No (Enclose details in Annexure 4)
10. **Accommodation Details with Confirmation letter** : Yes/No (Enclose details in Annexure 5)
11. **Approval from HOD** :

(Sign with Seal)
12. **Approval from Dean of School** :

(Sign with Seal)

Note: The Form should be submitted **two weeks** prior to the departure

Note: After completion of VET/Industrial training, the students should submit **TWO Xerox copies** of the **training certificate** received from the industry; **ONE** to the HOD and **OTHER** to the Academic Section.



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Annexure 1

Mode of Travel (For Field trip/Study tours)

Sl.No	Journey Details	Mode of Travel	Travel Details * with Phone number of Agent and Driver Phone Number	Person Responsible
1.		Bus/Other Mode Specify		
2.		Train (Attach copy of Train Ticket etc)		
3.				
4.				

Annexure 2

Copy of the Approval Letter from Industry

- Should contain clear date, time and number of days of Visit
- Letter should be by the authenticated person from the Industry minimum at Manager Level with seal.



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Annexure 3

Accompanying Faculty

Sl.No	Name of the Faculty Designation/Department	Male/Female	Contact Mobile Number and Email	Alternate Contact In case of Emergency
1.				
2.				
3.				
4.				
5.				
6.				
7.				

