

THIAGARAJAR COLLEGE OF ENGINEERING, MADURAI

Skill Development Program

Requirements of Training Needs by Industry

Ref.No.: III/SD/xx

Name of the Industry :

Type of Industry :

Address :

Target audience : Workers / Technicians /Engineers

Domain in which Skill Development Training required : Technical / Academic /Software

List of requirements :

Number of Persons can be deputed :

Duration / Number of Days :

Signature

THIAGARAJAR COLLEGE OF ENGINEERING, MADURAI

Skill Development Program

Training Offered (Laboratory)

Ref.No.: III/SD/01

Name of the Department :

Name of the Laboratory :

Name of the Incharge :

Equipment / Instrument for Training :

Target audience : Govt. / Private / Academic / Students

Details :

Fees Details :

Signature

THIAGARAJAR COLLEGE OF ENGINEERING, MADURAI

Skill Development Program

Training Offered (Individual)

Ref.No.: III/SD/02

Name of the Department :

Name of the Staff :

Skill set :

Target audience : Govt. / Private / Academic / Students

Details of the Skill :

Fees Details :

Signature

THIAGARAJAR COLLEGE OF ENGINEERING, MADURAI

Skill Development Program

Brochure with Photo

(Every Semester Update the details)

Ref.No.: III/SD/03

Name of the Department :

Facilities available :

1.

2.

Course coordinator :

Content :

Outcome :

Duration :

Period of an year :

Signature of HOD :

THIAGARAJAR COLLEGE OF ENGINEERING, MADURAI

Skill Development Program

Approval Form

Ref.No.: III/SD/04

To

The Chairman / The Principal

Thiagarajar College of Engineering,

Madurai.

Respected Sir,

Sub: Skill Development Training on “ _____ ” – Approval – Reg.

Department of _____ Engineering is expertise in _____ domain and

the department have facilities like, _____.

This/these instrument(s) may be used to train the Students / Workers / Engineers in _____.

The number of trainees _____ per batch and the fess per candidate is _____ (including Service Tax.)

Course Coordinator : _____

Course name : _____

Amount collected : _____

Expenditure Details : _____

We kindly request you to approve this training programme and this fees will be remitted in

_____ A/c.

Thanking You,

Yours faithfully,

Dean/III

THIAGARAJAR COLLEGE OF ENGINEERING, MADURAI

Skill Development Program

Requisition for Web page updation

Ref.No.: III/SD/05

Name of the Programme :

Target Audience :

Coordinator :

 Mail ID :

 Mobile :

Duration :

Fees :

Signature of Dean/III :

Encl: Registration Form (Word Doc.)

THIAGARAJAR COLLEGE OF ENGINEERING, MADURAI

Skill Development Program

Registration Form

Ref.No.: III/SD/06

Name: _____

Designation: _____

Name of the Industry : _____

Mailing Address: _____

Telephone: _____

Mobile: _____

Fax: _____

E-mail: _____

Registration Fee Details:

| Registration Fees | DD Number | Date of Issue | Issuing Bank |
|-------------------|-----------|---------------|--------------|
| | | | |

Signature of the participant: _____

Office use only

THIAGARAJAR COLLEGE OF ENGINEERING, MADURAI

Skill Development Program

Selection Intimation

Ref.No.: III/SD/07

Training on _____

Date ()

To

Sir/Madam,

It is pleasure to inform you that you are selected to attend the Training Course on
“ _____ ” from _____ to _____ at _____ Seminar
Hall, Thiagarajar College of Engineering, Madurai.

You are requested to bring _____ for the training programme.

If any enquiry, please contact Mr. _____, Mobile _____ or email _____

Thanking You,

Yours faithfully,

Dean/III

THIAGARAJAR COLLEGE OF ENGINEERING, MADURAI

Skill Development Program

Expenditure Details

Ref.No.: III/SD/08

Course name :

Amount collected :

| Number of participants | Course Fee | Total |
|------------------------|------------|-------|
| | | |

Expenditure Details :

Course Coordinator

THIAGARAJAR COLLEGE OF ENGINEERING, MADURAI

Skill Development Program

Closure Report

Ref.No.: III/SD/xx

Name of the Programme :
Coordinator :
Date & Duration :
Fees collected :
Expenditure details :
Advance received : Amount: Date:
Balance paid : Amount: Date:

Report enclosed : Yes/No
(Includes Brochure, Participants list,
Agenda, Schedule,(Inauguration,
Valedictory function) Photographs

Problems identified in the course :

Whether updated in TCENET ? : Yes/No

Signature of Coordinator :
Signature of Dean/III :

THIAGARAJAR COLLEGE OF ENGINEERING, MADURAI

Skill Development Program

TCENET updation

Ref.No.: III/SD/09

Name of the Programme :

Coordinator :

Date & Duration :

Number of Participants :

Signature of Coordinator :

Signature of Dean/III :