

# OFFICE OF THE ADVISOR CORPORATE (R&D)

HINDUSTAN COLLEGE OF SCIENCE & TECHNOLOGY,  
FARAH, MATHURA

ADV/R&D/2011/

Dt-1<sup>st</sup> September 2011

## CIRCULAR

All the trainers\* are instructed to send their class report on daily basis to the R&D office, in the prescribed sample format with effect from **1<sup>st</sup> September 2011** till the completion of Course,

S.n	Date	Trade	Trainer name	Batch starting time	Break time (min)	Batch end Time	Actual time per batch per day(hrs)
1	0x/0y/0z	Auto	XYZ	10.30 AM	30 min (11.30 to 12.30 )	2 PM	2.30 hrs
2							
3							

\* Trainers of trades running in AEC should submit their Daily report to Mr. V K Gupta.

**Note:-Trainers are requested to continue On-Hand Training of their respective trade if trade syllabus is not completed even after completion of 210 hours training**

**Manish Singh**  
**Assistant Manager R&D**  
**Cont no :-+91-9639005016**

**Copy to :-**

- 1. All Trainers of Multi-skill Development training ( HCST & AEC )**
- 2. Mr. V K Gupta 'Program Co-coordinator'**
- 3. For office file**