



सत्यमेव जयते

GUJARAT STATE BIOTECHNOLOGY MISSION (GSBTM)

DEPARTMENT OF SCIENCE AND TECHNOLOGY, GOVERNMENT OF GUJARAT

INDUSTRIAL BIOTECH TRAINING PROGRAMME



JOINING LETTER

I, the undersigned, _____, have hereby, reported to my Training Organization _____ on _____ (date) at _____ a.m. /p.m.

UNDERTAKING

1. I undertake to follow the best code of conduct and discipline. I shall attend regularly and follow all the rules & regulations of the Training organization. I shall be held responsible for all of my actions. Any misconduct on my part shall invite penalty and/or punishment inclusive of expulsion from the programme.
2. I shall maintain the highest order of discipline & dignity to fellow trainees, staff, supervisor, mentors, etc at the Training Organization as well as with the staff & mentors at IBTP Secretariat at GSBTM, DST, GoG.
3. I am conscious of the Public resources being made available to me through a Government Body during this programme; pledge to take care of the same and understand that the training company is free to claim for any losses arising out my carelessness.
4. I promise that I shall attend the training regularly for the entire period of the tenure to serve the objectives of the programme better. I understand that I might not be formally relieved if I fail to follow the rules for the programme.

I accept the all of the above terms and confirm my participation in the Industrial Biotech Training Programme [IBTP].

Name: _____

College: _____

(Signature of the Participant)

[Part to be filled by the Training Organization]

The above mentioned candidate has joined on _____ (date) at _____ a.m. /p.m.

Details of the Reporting Officer/Supervisor:

Name: _____

Dept.: _____

(Signature of the Supervisor)

Please put the Stamp and Seal, without fail, here

Note for the Trainees:

The Monthly Progress Report (COMPLETE in all respects) can be sent to us by:

Email: to GSBTM.IBTP@gmail.com [Pl. ensure that you have attached the scanned report]

Facsimile: to **079-232 52195** OR

Surface mail: Send it to the address below, with the envelopes super-scribed 'Industrial Biotech Training Programme':

**The Programme Co-ordinator, IBTP Programme,
Gujarat State Biotechnology Mission [GSBTM],
Department of Science and Technology, Government of Gujarat,
Block # 11, 9th Floor, Udyog Bhavan Gandhinagar - 382 017, Gujarat.**



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INDUSTRIAL BIOTECH TRAINING PROGRAMME**MONTHLY PROGRESS STATEMENT****(Please circle/tick (✓) the applicable one)**

I, the undersigned IBTP Trainee, _____, am
receiving Training at _____ (Company);

_____ Department; from DD/MM/YYYY (date of joining)

and I have been attending my duties regularly and sincerely. It is requested to kindly release the
monthly stipend of I/ II/ III/ IV month.

Name: _____

College: _____

(Signature of the IBTP Trainee)

[Part to be filled by the Training Organization]

The above mentioned candidate has been attending his/her duties regularly and sincerely and
his/her I/ II/ III/ IV month stipend be released.

Monthly Duration of Dates		No. of Working Days*	No. of Days Attended	Sign. of Supervisor
From	To			
<u>DD/MM/YYYY</u>	<u>DD/MM/YYYY</u>			

(* Please do not include Holidays/Non-working days etc.)

Details of the Reporting Officer/Supervisor:

Name: _____

Dept.: _____

(Signature of the Supervisor)

Please put the Stamp and Seal, without fail, here

Note for the Trainees:

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Email: to GSBTM.IBTP@gmail.com [Pl. ensure that you have attached the scanned report]Facsimile: to **079-232 52195** OR

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INTERIM REPORT

Format Prescribed for the Interim Report

Only **ONE COPY** of the Interim Report (at the end of first month of training) be submitted to this office along the following directions:

1. The report be neatly typed/printed on one side of A4 size White paper in grammatically correct English.
2. The text be double-spaced, in Font size 11 for general text and Font size 12 for headings, etc.
3. Only standard fonts (Verdana, Times, Times New Roman, Book Antiqua or Helvetica) be used.
4. When using Word, insert all symbols by selecting "Insert - Symbol" from the menu and use the "Symbol" font.
5. Please send an electronic/soft copy of the Report (in PDF format only), in advance to GSBTM.IBTP@gmail.com.
6. The Report would contain the following Sections:

Title Page:

Clearly giving the Name of the Candidate, the College/Univ. Dept. and the M.Sc. programme passed, the training Organization, the concerned Department(s) where training was availed along with the name of the Supervisor(s)

Introduction:

- i. Activities of the Organization (in brief)
- ii. The selection of specific project(s) for training, giving reasons, if any

Work Done and Future Plan of Work:

This section may include the salient aspects of the Work done so far as well as the Work Plan for the remaining period giving a rough break-up of the activities envisaged against time (say, for each week).

Working Experience:

In this section, the trainee may describe their experience along with the Problems encountered and solved as also specific interventions sought from this office, if any.

Abstract/Summary: (not exceeding 300 words)

7. Trainees and their Supervisors are advised to take the exercise of submission of Interim Report as a value-adding exercise towards Scientific Report writing, etc. Interim Reports of different trainees (even if, they are working on similar projects) are expected to be original in their content and Interpretation. Reports noted for similarity in content and/or interpretation shall not be accepted and shall be returned for due corrections.

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FINAL REPORT

Format Prescribed for the Final Report

The very objective of such Report is educative and aims that the trainee takes this opportunity to learn the methodology of Scientific Reporting. Only **ONE COPY** of the Final Report (at the end of the training) be submitted to this office along the following directions, without any contempt of aesthetics:

1. The report should be neatly typed/printed on one side of **A4 size** White paper in grammatically correct English Language.
2. The text be **double-spaced**, in Font size 12 for general text and Font size 14 for headings, etc.
3. Only standard fonts (Verdana, Times, Times New Roman, Book Antiqua or Helvetica) be used.
4. When using Word, insert all symbols by selecting "Insert - Symbol" from the menu.
5. The report may preferably be submitted with transparent Plastic sheets on top & bottom. Please send an electronic/soft copy of the Report, in advance to GSBTM.IBTP@gmail.com.
6. The Report should contain the following Sections on separate pages:

Cover Page:

Centrally indented, in multiply spaced to be spread over the entire page, stating

INDUSTRIAL BIOTECH TRAINING PROGRAMME - YYYY-YY

<<TITLE OF REPORT>>

TRAINING REPORT SUBMITTED BY

<<SUBMITTED BY>>

<<TRAINING ORGANIZATION>>

TO

<<SUBMITTED TO>>

<<MONTH, YEAR>>

Title Page:

Clearly giving the Title of the report, Name of the Candidate, the College/Univ. Dept. and the M.Sc. programme passed, the training Organization, the concerned Department(s) where training was availed along with the name of the Supervisor and his/her Designation; the date of joining the training and the date of relieving.

Certificate:

This section should include a Certificate duly signed by the trainee and the Supervisor (as well as any other authority of the Industry, as deemed appropriate by the Supervisor) clearly stating the following:

“This is to certify that the work presented in this Report has been conducted by Mr./Ms./Mrs. _____ under the supervision of Shri/Dr./Ms./Mrs. _____, attached as _____ (Designation Of Supervisor), _____ (Name of the Company). The company does not have any objections on inclusion of any data in the report.”

Acknowledgements: Optional

Abstract/Summary: (not exceeding 300 words)

Index of Contents: (Pages prior to Index numbered: i, ii, ... and from next section, numbered: 1, 2, ...)

Introduction (inclusive of Review of Literature): (Ideally 3-5 pages, not more than 10 pages)

- i. Amongst the various Activities of the Organization (giving a brief on the same), the rationale for selection of specific project(s) for training,
- ii. Review of Literature: On the basis of Definition of Problem, review of endeavours for the solutions of the problem, short falls in the plausible solutions, etc.
- iii. Objective and Significance of the Project

Materials and Methods:

Results and Discussions: (Ideally 5-8 pages, not more than 15 pages)

This section should include the salient aspects of the Work done giving the findings, its analysis, and inference.

Conclusions: (Ideally 1 page, not more than 2 pages)

This section should include the inferences made; objectively analyse how much has the work helped in achieving the laid objectives.

Bibliography: (Please follow scientific citation methodology for representation)

Working Experience:

In this section, the trainee may please describe their experience along with the Problems encountered and solved as also specific suggestions, if any, to this office for future programmes.

* * * * *



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RELIEVING LETTER

The IBTP Trainee, _____, hereby, seeks to be relieved from my Training Organization _____ Department; of _____ (Company); with effect from DD / MM / YYYY before/after lunch/office hours.

This is to, confirm that:

- No dues and/or liabilities towards the training organization or any person authorized by the training organization are pending with the trainee.
- A detailed Progress Report describing the training received, in the format prescribed by GSBTM has been submitted to GSBTM on DD / MM / YYYY.
- The trainee has satisfactorily carried out the works/tasks assigned to him/her.
- The trainee has always upheld the high values of integrity, sincerity and excellence during the period of the training.
- The trainee has received training from DD / MM / YYYY (joining date) to DD / MM / YYYY (relieving date).
- The attendance of the trainee of four months is as below:

No.	Monthly Duration of Dates		No. of Working Days*	No. of Days Attended	Sign. of Supervisor
	From	To			
1.	<u>DD/MM/YYYY</u>	<u>DD/MM/YYYY</u>			
2.	<u>DD/MM/YYYY</u>	<u>DD/MM/YYYY</u>			
3.	<u>DD/MM/YYYY</u>	<u>DD/MM/YYYY</u>			
4.	<u>DD/MM/YYYY</u>	<u>DD/MM/YYYY</u>			

(* Please do not include Holidays/Non-working days etc.)

The cheque towards token contingency (against the services of training this candidate) may please be drawn in favour of M/s. _____, and payable at _____.

Details of the Reporting Officer/Supervisor:

Name: _____

Dept.: _____

(Signature of the Supervisor)

Please put the Stamp and Seal, without fail, here

Note for the Trainees:

The 'Relieving Letter' (COMPLETE in all respects) should be sent to us in original by Surface mail so as to reach the address below, with the envelopes super-scribed 'Industrial Biotech Training Programme':

**The Programme Co-ordinator, IBTP Programme,
Gujarat State Biotechnology Mission [GSBTM],
Department of Science and Technology, Government of Gujarat,
Block # 11, 9th Floor, Udyog Bhavan Gandhinagar - 382 017, Gujarat.**

However, Advance copies may be sent by Email: GSBTM.IBTP@gmail.com OR Facsimile: to **+79-232 52195**