

Guidelines to the Students

1. Courses offered to the students of II/IV,III/IV, IV/IV B.Tech/BE (**Electrical/ Mechanical**)
 - 2 weeks Industrial Training/Mini Project on “Thermal Power Plant Familiarization”
 - 4 weeks Industrial Training/Mini Project on “ Power Plants Familiarization”
2. Course Fee & Mess Charges for the above courses are mentioned in **Annexure-I**.
3. Mess fee should be paid by cash only at Training Institute APGENCO Canteen separately.
4. **Course Fee, once paid, shall not be returned under any circumstances.**
5. **No Cancellation and change of Batch, is entertained.**
6. Shared A/c Hostel accommodation will be provided as per the availability.
7. Applications should be submitted through online only. **Manual/Physical application forms are not accepted.**
8. If number of candidates enrolled for training are less than 50% of batch size (ie., 25 Students), the batch may be cancelled and the enrolled students are adjusted to other batches as per the availability.
9. Training Institute APGENCO has a right to cancel or reschedule the batches at any time due to any unavoidable circumstances, the same will be intimated to the enrolled students.
10. **How to Apply :-**

Visit <https://training.apgenco.apcfss.in>

1. Select the training programme ie., 2 weeks or 4 weeks and batch number in “Programme Wise Seat Details Report”.
2. Make payment for “Individual” or “Group”.
 - Individual : Any single person should apply.
 - Group : **Minimum 10 members** from same college should apply.
3. **Payment of course fee** should be made through online ie., Net banking , Debit Cards & Credit cards.
4. Once payment is made, it will generate e-Journal number (**Please note down the e-Journal number for future reference and submission of application**)
5. The following soft copies should be kept ready before filling the application
6. **Instructions for Scanning of Photograph with Signature**

Photo width= 3.5cm

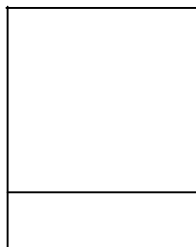
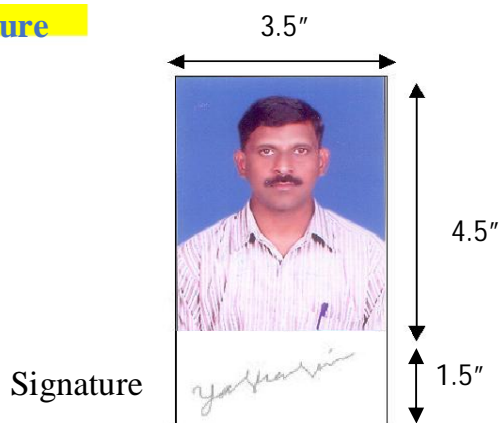


Photo Height= 4.5cm

Signature Space = 1.5 cm

- i) Paste the Photo on any white paper in the above dimensions and sign in the Space provided. Ensure full signature of the candidate should be made within the box.
- ii) Scan the above required size containing photograph and signature. Please do not scan the complete page.
- iii) The entire image (of size 3.5" × 6.0") consisting of the photo along with the signature is required to be scanned and stored in *.jpg format on local machine.
- iv) Ensure that the size of the scanned image is less than 50KB.
- v) If the size of the file is more than 50 KB, then adjust the settings of the scanner such as the dpi resolution, no. of colors etc., during the process of scanning.

Sample Photo and Signature



- e.g. The Technical Specifications of the sample scanned image shown above are:
Size of the file < 50 KB
Dpi setting = 200 dpi True color

The candidate has to upload his/her **Photo with Signature** in the prescribed format by clicking on the **browse** button at the time of submission of application form.

List of Enclosures :

B.Tech/BE Studying students

1. Letter from HOD / Principal on college Letter Head (Proforma Enclosed in **Annexure-II**).
2. College ID card.
3. Aadhar Card/Voter card/Any Other Address Proof.

B.Tech/BE/AMIE Completed students

1. Provisional Certificate / Original Degree
2. Study Certificate
3. Aadhar Card /Voter card/Any Other Address Proof.

**** Note: All the above documents must be uploaded with each less than 300KB.**

11. Click on the “Submit application” button and fill the relevant data and upload the documents .
12. After submission of the online application, download and print the filled format of application and submit at the time of reporting *along with uploaded documents in original*.
13. Student shall be reported for training on the first day of the training @9:30AM at Training Institute/ APGENCO , Ibrahimpatnam, Vijayawada, Andhra Pradesh without fail.
14. Students should bring their shoes for attending the plant visits.
15. **Students should maintain complete discipline during the training period.**
16. Each trainee student is required to enter an indemnities bond with training institute, APGENCO.
17. Student will be awarded with course completion certificate after successful completion of the course.
18. For any other clarification please contact
9493121211, 9493121213, 9493121221, 9493120450, 9493120576
in between **10:00AM to 1:00PM and 2:30 PM to 5:30PM during working days.**

ANNEXURE-I

Course Fee		
Name of the Course	Residential (Including Hostel)	Day Scholar
2 Weeks Industrial Training	Rs.6551/-	Rs.4250/-
4 Weeks Industrial Training	Rs.13633/-	Rs.8500/-
Mess Fee		
2 Weeks Industrial Training	Rs.2470/-	Rs.1080/-
4 Weeks Industrial Training	Rs.5320/-	Rs.2160/-

➤ Note:

➤ Mess fee should be paid by cash only at Training Institute APGENCO

Mess fee (Residential) for arranging Breakfast, Lunch, Dinner & 2 times Tea & Snacks

Mess fee (Day scholars)for arranging Lunch & 2 times Tea & Snacks

ANNEXURE -II

To
The Chief Engineer,
Training Institute,
APGENCO,
IBRAHIMPATNAM - 521456
KRISHNA DT. A.P.

Sir,

Sub:- Permission for Industrial Training/Mini Project- Request – Reg.

* * *

It is requested to arrange 2 weeks / 4 weeks Industrial Training on “Power Plant Familiarization” at Training Institute/APGENCO to the following 2nd / 3rd /4th year B.Tech/BE (Electrical/Mechanical) students in the vacations (from: Dt._____ to Dt._____)

S.No	Name of the Student	College Regd. No	Mobile No	E mail ID

The necessary training charges will be arranged by the students as per the APGENCO norms.

Yours Sincerely,

**Signature with Seal
Principal /Head of the Department**