

**Standard Operating Procedure (S.O.P.) on Training of
Students of Planning**

For the purpose of training of the Planning students of different recognized institutions, in the Planning Wing of this Department as a part of curriculum of Town Planning courses, recognised Planning Institutions may apply to this Department, as per the following Standard Operating Procedure. The following Standard Operating Procedure (SOP).

- 1. Recognized Institutes may apply for training to the Head of the Department (Pr. Secretary / Secretary) in writing, mentioning the following information,-*
 - i. Proposed starting and ending date of the training period.*
 - ii. Details (name / marks / course) of the trainee.*
 - iii. Proposed proforma (subject to approval of this department) of marks / certificate which is needed at the end of the training period from this Department.*
- 2. The student/ trainee must have secured at least 50% marks [marks / CGPA (Cumulative Grade Point Average) / points etc.] in his last semester/ class.*
- 3. No stipends, conveyance allowance or any other allowance will be paid to the trainee by this department.*
- 4. Trainee must be punctual and sincere to their work.*
- 5. Trainee must keep the secrecy of the official documents. No official documents/ data, apart from the documents / data which are in public domain, will be shared with the trainee.*
- 6. Trainee must follow the office decorum.*