

SAMRAT ASHOK TECHNOLOGICAL INSTITUTE

(Engineering College)

Vidisha (MP) 464001

Training & Placement Cell

No. TP/TRG/ /20.....

Date

To,

Subject : Vocational Training / Internship to our students during _____.

Dear Sir / Madam,

Apart from imparting classroom knowledge, our institute encourages students to assimilate practical knowledge through industrial exposure. In line with this, we have made industrial training / Internship mandatory for our students of all undergraduate engineering courses during vacation. Also, it account for a substantial quantum of marks in the scheme of examination.

We have been overwhelmed with the response and co-operation from various industries and organisations like yours, for arranging Internship / vocational training to our students so far. This year too we are seeking your kind co-operation by permitting following student(s) ofsemester from department to undergo vocational training in your organisation.

| Sr | Name | Enrolment no. | mobile |
|----|------|---------------|--------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |

Duration of vocational training is of weeks and students are likely to join for their training from date The said training shall be totally unpaid and student shall be abided by the rules and regulations of your organisation.

Forwarded by Tutor-Guardian

Head of Department

Placement office