

SAMRAT ASHOK TECHNOLOGICAL INSTITUTE
(Engineering College)
Vidisha (M.P.) 464001

TRAINING & PLACEMENT SECTION

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

Date

To,

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Sub- Vacational Training to our students during June/July 20.....

Dear Sir.

Apart from imparting classroom knowledge, our institute encourages its students to assimilate practical knowledge by industrial exposure. In line with this we have made industrial training mandatory to the 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 including your one arranging vacational training for our students so far. This year too, we are seeking your king co-operation in permitting following student(s) ofsem..... department to undergo vacational training in your organisation.

	NAME	ENROLLMENT NO.
1.	
2.	
3.	
4.	
5.	

Duration of vacational training is of three weeks and students are likely to join for their training in week of June 20..... . The said training shall be totally unpaid and student shall be abided by the rules and regulations of your organisation.

We would be thankful to you if you kindly send your consent at your earliest convenince.
Thanking you,

Forwarded by Department Representative

Yours faithfully

Signature with name