



DEPARTMENT OF TRAINING & PLACEMENT  
**RAMGARHIA INSTITUTE OF ENGG. & TECH.**

REC Complex, Satnampura, Phagwara, 144402, Punjab, INDIA  
(APPROVED BY AICTE, NEW DELHI & AFFILIATED TO I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY)  
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Ref. No. T&P/2018/6W.....

Dated:.....

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Subject: - Request for Four Weeks Industrial Training of BCA Students .**

Dear Sir/Madam,

I am a BCA student of Ramgarhia Institute of Engg. & Tech., Phagwara, which has been imparting technical education since 2003. Over the years it has emerged as one of the most prestigious institute of North India.

Our college is conducting B.Tech courses in three disciplines i.e. CSE, Mech. & Civil . M.Tech. courses in CSE, and Production Engg. , Civil Engg. for meeting the research requirements of the technical fields. In addition to these courses RIET is also offering MBA, MCA, BCA, B.COM programs. As per the BCA course curriculum of the I.K. Gujral Punjab Technical University. I have to undergo Industrial Training, of 4 weeks after completion of 4th semester of my course of study, to fulfill the partial requirements for completion of my BCA Degree Programme. Hence, I request you to kindly permit me to undergo Industrial Training in your esteemed organization during the period from \_\_\_\_\_ to \_\_\_\_\_.

I shall be highly obliged.

Signature \_\_\_\_\_

Name: \_\_\_\_\_ University Roll No.: \_\_\_\_\_ Class. Roll No.: \_\_\_\_\_

Course \_\_\_\_\_ Contact No.: \_\_\_\_\_ E-mail ID: \_\_\_\_\_

**Departmental Use only:**

Recommended by: HOD/Departmental Training Incharge

Department: \_\_\_\_\_ Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**Forwarded for kind consideration of the student's request to authorized representative of the Industry.**

Seal & Signature  
Training & Placement Officer  
RIET, Phagwara