



TRAINING & PLACEMENT DEPARTMENT
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)

Ph No.: +91-1824-220781 Website : www.riet.ac.in Email : jobs@riet.ac.in

Ref. No. T&P/2021/6M.....

Dated:.....

To

SUBJECT: REQUEST FOR SOFTWARE TRAINING OF B.TECH 8TH SEMESTER STUDENT.

Sir/Madam,

Greetings from RIET, Phagwara!

I am a B.Tech student of Ramgarhia Institute of Engineering & Technology, Phagwara, which is imparting technical education since 2003. Over the years it has emerged as one of the most prestigious institution of North India.

Our college is conducting **B.Tech** courses in five disciplines i.e. **CSE, ECE, Mech., Civil & IT**. **M.Tech.** courses in **ECE, 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** programs. As per the **B.Tech** course curriculum of the I.K. Gujral **Punjab Technical University**. I have to undergo **Software Training**, which is essential component of our four year B.Tech Programme.

The programme will be as under:

- Getting familiar with various software technologies related to the respective disciplines.
- Preparation and submission of synopsis.
- Working and acquiring proficiency in some software technology/application(s).
- Submission of Mid Term and Final Report.
- Submission of Daily Diary at the end of training maintained & checked by the company representative.

Hence I request you to kindly permit me to undergo software training in your esteemed organization during the period from to

I shall be highly obliged.

Signature _____

Name: _____ University Roll No.: _____ Class. Roll No.: _____

Course: **B.Tech** Branch: _____ Contact No.: _____ E-mail ID: _____

Department 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