



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

Ref. No. T&P/2018/6W.....

Dated:.....

To

Subject: - Request for Six Weeks Industrial Training of M.B.A. Students .

Dear Sir/Madam,

I am a MBA 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, ME & 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 MBA course curriculum of the I.K. Gujral Punjab Technical University. I have to undergo Industrial Training, of 6 weeks after completion of 2nd semester of my course of study, to fulfill the partial requirements for completion of my MBA 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