



TECNIA INSTITUTE OF ADVANCED STUDIES
NAAC ACCREDITED GRADE "A" INSTITUTE
 Approved by AICTE, Ministry of HRD, Govt. of India, Affiliated to GGSIP University
 Recognized Under Sec. 2(f) of UGC Act 1956
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TRAINING & PLACEMENT CELL

To

The General Manager (HR)

Subject: REQUEST FOR INTERNSHIP OF 04/06 WEEKS INDUSTRIAL TRAINING of MBA/2
 Years PG Degree Programme

Dear Sir,

Our Students have undergone internship training in your esteemed Organization in the previous years. I acknowledge the help and the support extended to our students during training in previous years.

/ (For first time industry) You must be aware that AICTE has made internship mandatory for all technical education students.

In view of the above, I request your good self to allow our following _____ students for practical training in your esteemed organization. Kindly accord your permission and give at least one-week time for students to join training after confirmation.

S. No.	Name	Roll No.	Year	Discipline

If vacancies exist, kindly do plan for Campus/Off Campus Interview for--- above branches. CHECK THIS

A line of confirmation will be highly appreciated.

With warm regards,

Yours sincerely,

Training & Placement Office