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REQUEST LETTER FROM INSTITUTE TO INTERNSHIP PROVIDER

From

**The Principal,
The Department Internship Facilitating Cell.
Coordinator Industrial Internship
B.A/ B.Com/B.Sc/B.Voc Degree Programme
SVCR Government Degree College
Palamaner, Chittoor Dist., A.P**

To

The General Manager/ HR

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Subject: Request for 08week's CSP/08 week's short term /Semester long industrial training internship of B.A/ B.Com/B.Sc/B.Voc Degree Programme.

Dear Sir,

Our students have selected internship training in your esteemed Organization in the previous /in this year by the Government of AP. I acknowledge the help and the support extended to our students during selection/training in previous/this year. You must be aware that the Government of AP introduced industrial internship mandatory for all undergraduate students from academic year2020-21.

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

If vacancies exist, kindly do plan for Campus/Off Campus Interview for batch passing out students in these branches.

A line of confirmation will be highly appreciated.

With warm regards,
Yours sincerely,

Head, DIFC/

Industrial connect Nodal officer

Enclosures:

1. List of selected students

List of selected Students

S. No.	Name	Roll No.	Year	Discipline
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Signature of the Head DFIC/

Nodal officer industrial Connect