



## **NETAJI SUBHAS INSTITUTE OF TECHNOLOGY**

Azad Hind Fauz Marg, Sector - 3  
Dwarka, New Delhi - 110075

To,

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**Sub: - Request for grant of \_\_\_ months Summer/Winter Training Programme for \_\_\_\_\_ BE/M.Tech \_\_\_ semester student at your Organization**

Dear Sir,

Kindly find enclosed herewith the resume of the following student who is required to Undergo summer/winter training for \_\_\_ months in an Industrial Organization as per the curriculum prescribed by the University of Delhi. The Training Programme will commence from \_\_\_\_\_ and will continue up to \_\_\_\_\_.

Name:  
Class: BE/M Tech.  
Discipline:

I shall be highly obliged if you kindly allow the student to undergo training in your esteemed Organization.

During the training period, the student will be under your administrative control and will observe all the disciplinary rules as per the requirements of your organization. The student is required to submit a training report in the Institute duly approved and attested by you. The training Programme is in partial fulfillment of the course requirements for the award of his/her BE/M.Tech degree and marks will be allocated on the basis of the performance of the student.

A line of reply confirming Training Programme will be highly appreciated.

Thanking you and with regards,

Yours sincerely,

Dr. M.P.S. Bhatia  
Co-ordinator,  
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