Ref.No. PTP/20____ / _____   Dated: _____

To

_____

_____

SUBJECT: REQUEST FOR SOFTWARE TRAINING OF B.TECH 7th/8th SEMESTER STUDENTS

Sir,

Greetings from GNDEC, Ludhiana.

Guru Nanak Dev Engineering College has emerged as one of the most prestigious engineering institute of North India over the 55 years of its inception and is conducting B.Tech. in seven disciplines as well as M.Tech., MBA and PhD. for meeting the research requirement of technical field.

Since software training has become a necessity in today's scenario, the course curriculum is so designed that students get exposure to different kinds of software for designing and other purposes. We are in a process of enrolling the final year students of our institute to various Organisations for **SOFTWARE TRAINING (ATLEAST 6 WEEKS)** which is an essential component of their 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.
* Surprise Faculty visits.

  We recommend our graduating student Mr./Ms._____ Roll no. _____ of B.Tech (Branch)_____ ,Email Id_____ Phone no. _____ to undergo software training in your esteemed organization starting from

  _____.

 (* Exact date of joining may be intimated at a later stage. An early and favourable response will be highly appreciated.)

We would very much appreciate if the student can be accommodated for the training programme. Our students are sincere and hard working and we are sure that they will put in their best efforts during the training program. Looking for the confirmation from your side.

Yours Sincerely

Dr. K.S. Mann
Dean (Training & Placement)