



# GOVERNMENT COLLEGE OF ENGINEERING AMRAVATI

(An Autonomous Institute of Govt. of Maharashtra)

"Towards Global Technological Excellence"

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JR.G. 424 dt. 12/11/2024

## Relieving Letter of Student

To,

The General Manager – HR

Tata Consultancy Services,

Nagpur.440016

**Subject:** Relieving Letter of Student

Dear Sir,

Kindly refer your letter/e-mail dated December 06, 2023, on the above cited subject. As permitted by your good self the following students will undergo Industrial Internship in your esteemed organization under your sole guidance and direction.

S. No.	Name	College ID	Year	Department
1.	Sakshi Trivendra Barde	20007033	2023-2024	Information Technology

This training being an essential part of the curriculum, the following guidelines have been prescribed in the curriculum for the training. You are therefore, requested to please issue following guidelines to the concerned student mentor.

- Internship schedule may be prepared and a copy of the same may be sent to us.
- Each student is required to prepare Internship diary and report.
- Kindly check the Internship diary of the student daily.
- Issue instruction regarding working hours during training and maintenance of the attendance record

HELLO!