



May 23, 2023

TTC/INT/2023-24/014

Professor Padmaja,
Institute of Aeronautical Engineering
Hyderabad - 500043

Dear Madam,

We refer to your request for internship for the students of Institute of Aeronautical Engineering, as part of your curriculum. We take pleasure in offering an Internship program to the following students without stipend from 29th May, 2023 till 30th April, 2024 which may further be extended on need basis on the following terms and conditions at our Product Development Division in Ashok Leyland Technical Centre, Vellivoyalchavadi, Chennai:

S. No	Name of the student
1	Chennu Pooja
2	Mohammad Abdul Rahman Khan
3	Pennabadi Tanush Kumar Reddy

- On any given day, the work timing of the internship will be aligned to the working hours of the facility where the students work from (07.45am till 17.15pm when reporting to VVC).
- This internship is offered to your students as both work from office mode, when in VVC and offsite mode, when working from your college.
- All expenses in connection with project work will be borne by the students.
- The students may be required to go on outdoor / outstation duty in connection with the project work. For the purpose of travel / stay on duty, the students will be governed by the rules and regulation applicable to the category of trainees in the company.
- By virtue of offering training, the Management will not be obliged in any way to employ the students nor would the students have any claim for employment in the company.
- The company will not in any way be responsible for any personal injury / accident during the course of the training.
- During the period of training, the assignment can be terminated without giving any notice or assigning any reason thereof.
- The information gathered by your college students during the project should be kept confidential and should not be used / published for any purpose other than the project without the knowledge of the Project Guide, Ashok Leyland Technical Centre
- Please ensure to submit the soft copy of the internship report one day prior to the completion date for review. The project completion certificate will be issued by the undersigned.

ASHOK LEYLAND LIMITED

Technical Centre, Vellivoyal Chavadi, Chennai - 600 103. | t : +91.44.2539 8383 f : +91.44.2539 8778 | e: reachus@ashokleyland.com | CIN : L34101TN1948PLC000105
Regd. Office: No.1, Sardar Patel Road, Guindy, Chennai 600 032, India | t : +91.44.2220 6000 f : +91.44.2220 6001 | www.ashokleyland.com



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- Attire – Interns are expected to be well groomed and formally dressed. Jeans and T Shirts are not allowed. Shoes are must.

At the time of joining, please report to the undersigned.

If the above terms and conditions are acceptable, please return the copy of this letter duly signed in token of your acceptance.

Yours Sincerely,

Aruna R

HR - Product Development

I accept the above offer and will report for training on

SIGNATURE

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