

**Dr. DIPTI PRASAD MISHRA**  
Professor and Head  
Department of Mechanical Engineering



**Birla Institute of Technology**

Mesra-835215, Ranchi, Jharkhand, India

Tel.: 0651-2275924(O), +91 7250582643 (M)

FAX:0651-2275401/2275868

Email: hod.mech@bitmesra.ac.in

Ref: HOD/Mech/IT/2020-21/

Dated:

To,

**Sub: Industrial Training 2020-21**

Dear Sir,

Mr./Ms \_\_\_\_\_, Roll No. BE/ME/MT/ET/\_\_\_\_\_, a student of B.E./M.E/M. Tech. \_\_\_\_\_ Semester Mechanical Engineering course Program is required to undergo Industrial Training Program as a part of his/her academic curriculum.

I would highly appreciate if Mr./Ms \_\_\_\_\_ is permitted to take up Industrial Training with effect from \_\_\_\_\_ to \_\_\_\_\_ in your esteemed organization.

With regards,

(Dr. Richa Pandey)  
Co-ordinator, Internship & Training  
Deptt. of Mechanical Engineering

(Dr. D.P. Mishra)