

Ref. No.: MGT2019/6WT/

Dated: _____

To

SUBJECT: REQUEST FOR 6-8 WEEKS SUMMER TRAINING FOR B.B.A. STUDENTS FROM MAY- JULY 2019.

Respected Sir/Madam,
Greetings from RIMAS, Phagwara

Ramgarhia Institute of Management & Advance Studies (RIMAS), Phagwara is pioneer management Institution located in the heart of Doaba region (i.e. between Jalandhar & Ludhiana on NH1) of Punjab, is approved by UGC and Govt. of Punjab, affiliated to I. K. Gujral Punjab Technical University, Jalandhar. It is managed by Ramgarhia Educational Council, which is a register body and has been managing more than a dozen of schools and colleges since the year 1929. The College offers Bachelor degree course in Business Administration, Hotel Management, Fashion Technology, etc.

The College imparts a regular three year B.B.A programme which offers learning in diverse fields of Marketing, Finance, HRM, etc. In order to promote Quality Education, Research, Training and Consultancy for sharpening their Managerial, Leadership & Entrepreneurial skills for meeting the challenges of Global business environment and to build a closer Academic & Corporate interaction, under B.B.A course curriculum, a 6-8 WEEKS SUMMER TRAINING programme is incorporated. To fulfill the partial requirements for completion of B.B.A Degree Programme the students would be required to work on a project in their respective areas of interest/specialisation.

I, _____ S/o / D/o Mr./Ms. _____

University Roll No _____, College Roll No _____/BBA/17 of B.B.A (2017-2020 Batch),

Phone No. _____ e-mail id _____

request you to kindly permit me to undergo summer training in your esteemed organization starting from _____ to _____.

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

Signature: _____

Dated : _____ / _____ /2019

Forwarded for kind consideration of the student's request to authorized representative of the Industry**Recommended by:**

Head of Department
RIMAS, Phagwara