



NAAC Grade A+

GUJARAT UNIVERSITY

K. S. SCHOOL OF BUSINESS MANAGEMENT AND
INFORMATION TECHNOLOGY

Five-Year Integrated Master of Business Administration
Five-Year Integrated Master of Science (Computer Application and Information Technology)



Date:

Appendix III: Organization Outreach Letter

To

Subject: Request for On Job Training for Undergraduate Students

Dear Sir / Madam,

Gujarat University, established in 1949, is a leading institution committed to academic excellence across Science, Commerce, Management, Medical, and Defense streams. In alignment with NEP 2020, we request your esteemed organization to provide On Job Training (OJT) opportunities for our undergraduate students to gain practical experience and industry exposure.

The following student seeks practical training:

Sr. No.	Name	Roll No.	Year	Department
1.				KSSBM&IT

Student's resume are attached for your review. Kindly confirm availability and schedule interviews if required. A confirmation within one week would be highly appreciated.

Yours sincerely,

Faculty Guide:
Name and Sign

