

Request/Requisition Form for undergoing Training/Placement etc

To,

The Director/Principal
Biyani Girls College
JAIPUR

Sir,

I, _____ D/o Shri _____
Class _____ Faculty _____ request you to arrange outside training/Placement for me.

I understand that this training is mandatory for me and will be helpful in my carrier. I want to participate in this training with the consent of my parents/guardian and shall abide by all the instructions issued to me by the Management.

My 3 areas of preference for training are as under :

1. Marketing
2. Finance
3. H.R
4. Other (Specify)

SAMPLE

I am faithfully,

(Sig. of student)

Full Name :

Mob.No.

Class:

Faculty :

Consent of parents/Guardian

I, (Name of Father/Guardian) _____ hereby give my consent for my ward to undergo outside campus training etc. I understand that she will be there on her own and follow the instructions given to her time to time.

(Sig. of parents/Guardian)

Full Name:

Address:

Tel.No./Mob No.

For office use only

Allowed to participate _____ from _____ to _____

At _____ (Name of organization)

Address _____ Tel.No. _____

Director/Principal

Course Convenor