



SNS COLLEGE OF ENGINEERING

Kurumbapalayam (Po), Coimbatore – 641 107

An Autonomous Institution

Accredited by NAAC – UGC with ‘A’ Grade

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai

DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING - IoT

Including CS & BCT

COURSE NAME : 23ENT101 ENGLISH FOR ENGINEERS

I YEAR / I SEMESTER

UNIT III: PERMISSION LETTER FOR INDUSTRIAL VISIT & IN-PLANT TRAINING



INTRODUCTION



Importance of Industrial Visits and In-Plant Training

- Enhances practical understanding of industry practices.
- Bridges gap between theory and application.
- Offers real-world exposure to students.



PURPOSE OF PERMISSION LETTER



- Request approval for students to visit the organization.
- Ensure compliance with company policies and requirements.
- Build collaboration between academia and industry.
- A well-written permission letter facilitates smooth coordination.
- Strengthens relationships between academia and industry.
- Provides a platform for students to gain practical exposure.



COMPONENTS OF PERMISSION LETTER



- Sender's Information (Institution Details).
- Recipient's Information (Industry Name and Address).
- Purpose and Importance of the Visit/Training.
- Proposed Date and Schedule.
- Assurance of Discipline and Safety.
- Contact Details for Communication.



BEST PRACTICES FOR DRAFTING LETTERS



- Use formal and polite tone.
- Ensure clarity and conciseness.
- Proofread for grammar and spelling errors.
- Follow proper letter format.



EXAMPLE



[Your Institution's Name]

[Address]

[City, State, ZIP Code]

[Date]

To,

The Manager,

[Name of the Industry/Company]

[Address]

[City, State, ZIP Code]



EXAMPLE



Subject: Request for Permission for Industrial Visit and In-plant Training

Respected Sir/Madam,

I am **AKASH**, a student of **II B.E. Computer Science Engineering, at SNS Institution**. On behalf of my classmates, I am writing to seek your permission to conduct an industrial visit to your esteemed organization, **[Company Name]**.



EXAMPLE

I am writing this letter on behalf of the Department of Computer Science Engineering (IOT with BCT) at SNS College of Engineering, Coimbatore, seeking your permission to visit your company, CKL Industries on 25 November 2024, Friday. SNS College of Technology is a well reputed educational institution located at Saravanampatti, famed for its infrastructure, faculty, and alumni. We have produced many prominent individuals in the field.



Abbreviations and Symbols



The group would be of sixty-two visitors, including two faculty members. Being students of engineering, this visit would help in better understanding of various concepts. The purpose of this visit is to enhance the student's knowledge and provide them with a proper understanding of the functioning of the industry. Kindly grant us permission for the industrial visit and make necessary arrangements for the same. We look forward to a positive reply from your side.



EXAMPLE



Kindly grant us permission for the industrial visit and make necessary arrangements for the same. We look forward to a positive reply from your side.

Thanking you,

Yours Sincerely,

Akash R,

Student Representative.



HOME TASK



Imagine your class is planning an industrial visit to a company of your choice. Write a formal permission letter to the company, requesting approval for the visit. Your letter should include the following:



HOME TASK

- Proper format (Sender and Receiver's details, Date, Subject, etc.).
- A clear explanation of the purpose of the visit.
- Proposed date and number of participants.
- Assurance of discipline and adherence to company rules.
- Your contact details for follow-up.

