



A J INSTITUTE OF ENGINEERING AND TECHNOLOGY

NH-66, Kottara Chowki, Mangaluru -575006, Karnataka, INDIA

A Unit of Laxmi Memorial Education Trust®

(Approved by AICTE, New Delhi. Affiliated to Visveswaraya Technological University, Belagavi)

Department of Computer Science & Engineering

DATE:29-11-2019

To,

The Principal

AJIET, Mangalore

Subject: Request for Permission to conduct training titled “**Pre-Placement Skill Enhancement Training** focused on “**Prioritization and Goal Setting.**” for 3rd Year CSE Students.

Respected Sir,

I am writing on behalf of the CSE Department to seek your gracious permission to organize a training titled **Pre-Placement Skill Enhancement Training** focused on “**Prioritization and Goal Setting.**” for 3rd Year CSE Students. This Training is planned to equip students with essential skills for effectively managing tasks and setting achievable goals, crucial for success during the placement process and in their future careers.

Details of the proposed training are as follows:

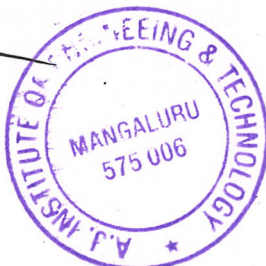
- **Date:** 05/12/2019-07/12/2019
- **Time:**9am-4:45pm
- **Venue:** AJIET

Your approval will significantly benefit our students.

Warm regards,

HOD, CSE, AJIET

A handwritten signature in black ink, appearing to be 'S. S.', is written over the typed name of the Head of Department.



Principal

A.J. Institute of Engineering & Technology
Mangaluru - 575 006