



Date: 20/12/2017

To,
Ar.Rajiv Chadda,
Chadda and associates,
Ranchi.

Sub. : Confirmation Letter for **Practical Training 2018.**

Dear Sir/Madam,

We are pleased to know that you have selected **ChandraVijay Pradhan** from our Institute for Minimum 16 weeks Practical Training (for 8th Semester) at your esteemed organization. We expect him/her to join in your organization on **3rd January 2018.**

Herewith we officially confirm that he/she shall undertake Training at your firm. During Practical Training period, the students have been asked to do following work:

- 1) Working in Architects office to carry out the allotted work such as working drawings, details, presentations, site visits, study model etc.
- 2) Study of distinguished building in or around place of work as per guidelines given by the Institution.
- 3) Material study and Detail study.

Your guidance in carrying out the above work will be very valuable. The student may be given two days off in a week (i.e.) five day working to facilitate this work. Apart from this they will be entitled to get 15 days off to carryout work related to building study, case study work etc. The students are required to submit the details of work they have carried out in the interval of 15 days, duly signed by the Architect under whom he/she is working.

We would also request you to send the confidential report of the student at the end of his/her training in given format. The student will be required to submit the portfolio containing the attested copies of drawings/work carried out by him/her during the training period.

It is presumed that you will provide him/her the same as it is the basis on which the evaluation of his/her Training performance will be made by the university examiner.

We look forward to your Cooperation in above matter. In case you want to convey anything about the student kindly contact the undersigned.

Thanking you,

Prof.Pradeep Padgilwar
Principal
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Faculty In-charge
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