Notice Regarding for Industrial Training Attachment

Students are directed to follow the following steps to apply for Field Study/ Internship:

1. Prepare a draft copy of application (**format** is given in attachment) for the organization/Industry you intend to apply.
2. Send the application through email to Tasmia Baten (TBD), Mahjuba Islam (MI) using following email address.

[tasmia@daffodilvarsity.edu.bd](mailto:tasmia@daffodilvarsity.edu.bd)

mahzuba@daffodilvarsity.edu.bd

1. Upon getting final approval of your application via email, contact with co-ordination office (eeeoffice@daffodilvarsity.edu.bd) for **signed copy of Head, EEE.**

Upon successful completion of internship, student(s) will have to submit **completion certificate** given by authority of organization.

Tasmia Baten

Assistant Professor

Department of EEE

Daffodil International University.

**Template of Application**

13 February 2021

To

**The Managing Director**

**West Zone Power Distribution Company Limited.**

# ………….., Faridpur.

**Subject: Application for Industrial Training Attachment**

Dear sir,

Please note that the following Final Year student of Electrical & Electronics Engineering Department of Daffodil International University are willing to perform Industrial Training at your organization (………………….). As one of the key part of the EEE program, the final year students need to accomplish Industrial Training. The duration of the Training may vary in between 6 (Six) to 12 (Twelve) Weeks. The resume of the students and their transcript of last semester are attached herewith for your review.

Therefore, you are requested to permit the student to avail the opportunity on several convenient dates.

Details of the students are as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **ID** | **Email** | **Cell No** |
|  |  |  |  |
|  |  |  |  |

Sincerely,

Md. Dara Abdus Satter

Associate Professor & Associate Head

Department of EEE, Faculty of Engineering

Daffodil International University

Phone: 01716795779

Email: abdussatter@daffodilvarsity.edu.bd