

Date 14.03.2019

To
The Principal,
SMEC
Secunderabad

A.O
- permitted
Jm
14/3/19

Sub: Request to Provide Transport for industrial visit

Respected Sir,

This is to bring to your kind notice that MBA students Industrial visit to MTE Industries Dundigal, Near Air Force Academy, Hyderabad, is scheduled on 15th March 2019. Hence, we request you to provide us Transportation facility for the students from SMEC to Dundigal and Dundigal to SMEC.

Kindly do the Needful

Yours Sincerely

Dr. Y. Venkatarangaiah 14/3/19
Dr. Y. Venkatarangaiah

HOD- MBA

1. Given two
Vehicle No :-
1) AP 28 AA 2483
2) AP 28 WS 2320.
J. B. N.
15/3/2015



St. Martin's Engineering College
Dhulapally, Secunderabad-500100

REQUISITION FOR INDUSTRIAL VISIT

Date: 24/7/2019

1. Department: MECHANICAL
2. Class & Section: II & III Yr SEC A, B & C
3. Total No. of Students: 300
4. Date of Visit: 31-8-2018 & (1st Sep 2018) 1-9-2018
5. Time of Visit: 10 AM TO 4 PM
6. Occurrence of Visit (In semester): SEM-I
7. Arranged by (Staff Name): P.P.C. PRASAD
8. Name & Contact number of the staff accompanying: PPC PRASAD / 9985168961
9. Company Name and Address:

IND-EXPO. HITEX CITY MADAPUR
10. Contact Number (from company): WWW.IND-EXPO.COM
11. Distance from St. Martin's Engineering College: 20 KM
12. Transport facility required: YES / NO
13. How many buses: 3
14. Any amount is required: NIL
(If yes, specify amount and reason)

9.30 AM
2-3

100

1) AP28X9643 & Prasad
2) AP28TD 1793 Samson

- Encl:**
1. Approval letter from company
 2. Prerequisite: Undertaking needs to be collected from each Parent / Guardian
 3. Post Event Report should be submitted within two days.


Sign of Organizer


Sign of HOD


Approved by Principal