



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

REQUISITION FOR INDUSTRIAL VISIT

Date:

1. Department:
2. Class & Section:
3. Total No. of Students:
4. Date of Visit:
5. Time of Visit:
6. Occurrence of Visit (In semester):
7. Arranged by (Staff Name):
8. Name & Contact number of the staff accompanying:
9. Company Name and Address:
10. Contact Number (from company):
11. Distance from St. Martin's Engineering College:
12. Transport facility required: YES / NO
13. How many buses:
14. Any amount is required:
(If yes, specify amount and reason)

- 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