



MEA ENGINEERING COLLEGE PERINTHALMANNA

**REQUEST FOR LETTER / CERTIFICATE
-INDUSTRIAL VISIT / EDUCATIONAL TOUR-**

Name of students (if more than 6, list duly signed by HoD to be attached)	
Branch / Semester	
Name of accompanying staff members	
Name and address of the company / institution	
Other places proposed to visit	

Period:	From		To		Days	
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Date:

Signature of student / representative

(For office use)

Forwarded by:-

Tutor

HoD

Principal /AM