

Dear Sir/Madam;

This is to inform you that department of Training & placements ,in association with ICT Academy of Kerala is organizing a **half day orientation program** for the first year students at our campus .The expert trainers from ICT Academy will be handling the sessions .the program will be conducted batch wise. Kindly make a note of the below schedule

DATE	TIME	VENUE	BATCH
05-11-2014	9.00 AM -12.10 PM	SIMAT SEMINAR HALL	BATCH A
05-11-2014	12.40 PM-3.50 PM	SIMAT SEMINAR HALL	BATCH B
05-11-2014	9.00 AM -12.10 PM	SIMAT AUDITORIUM	BATCH C
05-11-2014	12.40 PM-3.50 PM	SIMAT AUDITORIUM	BATCH D
06-11-2014	9.00 AM -12.10 PM	SIMAT SEMINAR HALL	BATCH E
06-11-2015	9.00 AM -12.10 PM	SIMAT AUDITORIUM	BATCH F

The HOD/Class tutors kindly make sure

- The students are present in the right venue on time.
- The presence of one staff coordinator in the venue along with the students throughout the session.

For Dept. of Training & Placements

Bibin Joy