

PERMISSION LETTER

13.12.2023

From

Mrs. C. Magila,  
Head, Department of Business Administration (computer application),  
St. Joseph's College of Arts and Science for Women,  
Hosur - 635126.

To

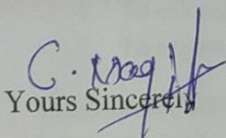
The Principal,  
St. Joseph's College of Arts and Science for Women,  
Hosur - 635126.

Respected Madam,

Subject: Permission Letter for In-Plant Training

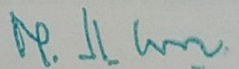
I kindly request you to grant permission for In - Plant training for two weeks from the date of (18.12.2023 to 31.12.2023) it helps to gain practical knowledge for the students to know the functional areas of the departments in the organization. I kindly request you to permit us for the betterment of the students.

Thanking you

  
Yours Sincerely,

C. Magila

Head and Assistant Professor  
Department of Management  
St. Joseph's College of Arts and Science for Women  
SIPCOT, Hosur - 635 126.

  
PRINCIPAL  
ST. JOSEPH'S COLLEGE OF ARTS  
& SCIENCE FOR WOMEN  
Mookandapalli, Sipcot,  
HOSUR - 635 126, Krishnagiri - Dist.



St. JOSEPH'S COLLEGE OF ARTS AND SCIENCE FOR WOMEN  
( Affiliated to Periyar university, Salem)  
Mookandapalli, Sipcot, Hosur – 635126

Report for In-plant training 18<sup>th</sup> December 2023 to 31<sup>st</sup> December 2023

## INTRODUCTION

Industry training is a prerequisite for students in certain programs to increase the level of the work of the graduates the program was introduced to empower industrial training competency required students with learning opportunities in the workplace to receive practical experience in order to improve in terms of technology development, effective communication, teamwork practices policies, procedures regulations etc. II BBA (CA) students 15 days went for in plant training

Students learn mainly the functional areas of the departments like.

1. Human resource management
2. Finance department
3. Marketing department
4. Research department
5. Production department
6. System department
7. Purchase department

Objectives of the study

1. To develop skills in the application of theory to practical work situations
2. To develop skills and techniques directly applicable to their career
3. Internships will increase a student's sense of responsibilities and good work habits
4. To enhance the ability to improve students creativity skills and sharing ideas
5. To expose students to real work environment experience gain knowledge in the industry field.

Students went for kay pee eff tool tech Pvt., Ltd. Sipcot-II Hosur Students learned the organization Information's like

1. The student gain knowledge thoroughly about the industrial aspects and its features of the organization
2. Students learn Company policies procedures methods etc.
3. Student can empower with technical skills behavioral competencies and industry process oriented and enables them to develop their skills.

*C. Mary*

Head and Assistant Prof  
Department of Management  
St. Joseph's College of Arts and Science for Women  
SIPCOT, Hosur - 635 126.



*C. Nagaraj*

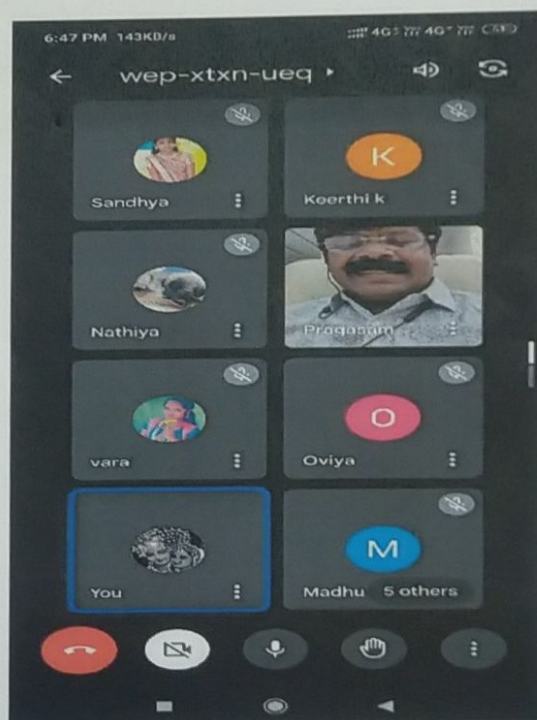
Head and Assistant Professor  
 Department of Management  
 St. Joseph's College of Arts and Science for Women  
 SIPCOT, Hosur - 635 005



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### Report for In Plant Training Introduction

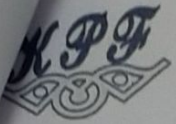
The Functional areas within a department delineate specialized tasks and responsibilities. In the finance, teams focus on budgeting, accounting, and financial analysis. Human resources manage staffing, training, and employee relations. Operations oversee daily activities, ensuring smooth processes. Marketing teams strategize and execute promotional efforts. Research and development teams drive innovation and product enhancement. Customer service handles client interactions and satisfaction. These functional areas collaboratively contribute to a department's success, fostering a well-rounded and efficient organizational structure. Clear distinctions and collaborations among these functions ensure streamlined operations and overall effectiveness in achieving departmental goals.



*C. M. M. M.*  
Head and Assistant Professor  
Department of Management  
St. Joseph's College of Arts and Science for Women  
SIPCOT, Hosur - 635 126.

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Cell : 73737 65982  
97895 22566



## KAY PEE EFF TOOLTECH PVT. LTD.

SF. No. 537/1A, D.No. 1/199-9A, Meenakshi Nagar, Sipcot - II,  
HOSUR - 635 109, Krishnagiri Dist,  
Email - info@kpftooltech.com, Web : kpftooltech.com

Date: 02.01.2024

### TO WHOM SO EVER IT MAY CONCERN

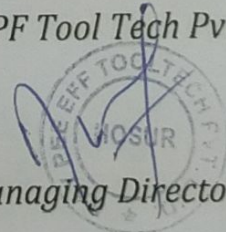
This is to certify that **M.NATHIYA (REG.NO:C22UG152CAB030)** has completed her **PROJECT** successfully in our organization for the partial fulfilment of his **BBA (CA) SECOND YEAR** degree for a period starting from **18-12-2023 to 31-12-2023**

During this period, he had undergone project on "**VARIOUS FUNCTIONAL AREAS**" and had shown an exemplary attitude and approach.

Wishing him the very best forever.

For KPF Tool Tech Pvt Ltd

Managing Director



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Cell : 73737 6598  
97895 2256

# KAY PEE EFF TOOLTECH PVT. LTD.

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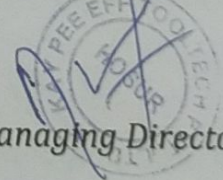
This is to certify that **M.DEVI (REG.NO:C22UG152CAB016)** has Completed her **PROJECT** successfully in our organization for the partial fulfilment of his **BBA (CA) SECOND YEAR** degree for a period starting from **18-12-2023 to 31-12-2023**

During this period, he had undergone project on "**VARIOUS FUNCTIONAL AREAS**" and had shown an exemplary attitude and approach.

*Wishing him the very best forever.*

For KPF Tool Tech Pvt Ltd

Managing Director





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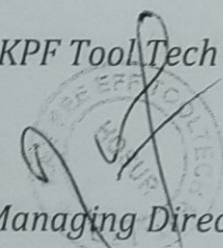
### TO WHOM SO EVER IT MAY CONCERN

This is to certify that **B.RAJESWARI (REG.NO:C22UG152CAB038)** has completed her **PROJECT** successfully in our organization for the partial fulfilment of his **BBA (CA) SECOND YEAR** degree for a period starting from **18-12-2023 to 31-12-2023**

During this period, he had undergone project on "**VARIOUS FUNCTIONAL AREAS**" and had shown an exemplary attitude and approach.

Wishing him the very best forever.

For KPF Tool Tech Pvt Ltd

  
Managing Director



# KAY PEE EFF TOOLTECH PVT. LTD.

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97895 22566

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HOSUR - 635 109, Krishnagiri Dist,  
Email - info@kpftooltech.com, Web : kpftooltech.com

Date: 02.01.2024


## TO WHOM SO EVER IT MAY CONCERN

This is to certify that **K.BHAVANI (REG.NO:C22UG152CAB010)** has completed her **PROJECT** successfully in our organization for the partial fulfilment of his **BBA (CA) SECOND YEAR** degree for a period starting from **18-12-2023 to 31-12-2023**

During this period, he had undergone project on "**VARIOUS FUNCTIONAL AREAS**" and had shown an exemplary attitude and approach.

Wishing him the very best forever.

For KPF Tool Tech Pvt Ltd

  
Managing Director