



# SATHYABAMA

INSTITUTE OF SCIENCE AND TECHNOLOGY  
(DEEMED TO BE UNIVERSITY)

Accredited "A" Grade by NAAC | 12B Status by UGC | Approved by AICTE

[www.sathyabama.ac.in](http://www.sathyabama.ac.in)

## ADVISORY BUREAU FOR HIGHER STUDIES

Students are requested to read the instructions mentioned below for getting the recommendation letters.

1. Show the hardcopy of the recommendation letters to the Advisory Bureau I/C in the format shown (Refer: RECOMMENDATION LETTER FORMAT & SAMPLE LETTER).

2. Collect and fill up the higher studies form issued by the Advisory Bureau.

3. The form should be attested by the Placement Officer, respective HODs' and Dean Higher studies.

Dr. Y. Swarnalatha- International Research Centre (Ground Floor)/Dean Higher studies

Dr. E. John Bruce - Central Library (Second Floor) / Placement Officer

4. Photocopy of the scores of the qualifying examinations (GRE / GMAT / TOEFL / IELTS) must be attached with the higher studies form.

5. Hardcopy of the recommendation letter should be approved by the respective faculty members.

6. Name of the recommender with his / her qualification, his / her designation, department, personal e-mail id and date of issue of recommendation letter should be clearly mentioned in the hardcopy of the recommendation letter. (Refer: SAMPLE LETTER).

- Once approved and signed by the faculty member, further corrections will not be made in the letter.
- Softcopy (Only through mail ([advisorybureau@gmail.com](mailto:advisorybureau@gmail.com)/ STRICTLY NO PENDRIVE) should be given for taking the printout.
- Maximum number of copies – 15 (5 per each recommender)



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## **RECOMMENDATION LETTER FORMAT**

Dr. T. Ravi, M.E., Ph.D.,

Head of the Department

Department of Electronics and communication Engineering

Email: [ravi.ece@sathyabama.ac.in](mailto:ravi.ece@sathyabama.ac.in)

15<sup>th</sup> 00ctober, 2020

## **LETTER OF RECOMMENDATION**

[ SUBJECT MATTER ]

[Times New Roman / Font size 12 pt / Justify]

(T. Ravi)

\*\*\* Times New Roman, 12 point

\*\*\* Top Margin 3.1"

\*\*\* Bottom Margin 0.25"

\*\*\* Left Margin 0.7"

\*\*\* Right Margin 0.6"



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## SAMPLE LETTER

**Dr. T. Ravi, M.E., Ph.D.,**

Head of the Department

Department of Electronics and communication Engineering

E-Mail: [ravi.ece@sathyabama.ac.in](mailto:ravi.ece@sathyabama.ac.in)

October 15, 2020.

## LETTER OF RECOMMENDATION

I am very much pleased to recommend **Mr. Bobba Bhargav Reddy** as a prospective student for your graduate program. I have had many opportunities to observe him at close quarters as I have been his course mentor for the subject "Instrumentation and Control in Iron and Steel Industries" and have known him well.

I find Bobba Bhargav Reddy to be hard working, diligent and sincere in his efforts, and feel that his practical and logical approach in handling the problems should be brought to your notice. In him, I find the commitment desirous of a good student, merit and determination. His ability to work with counterparts is exemplary and with his pleasing manners, proficiency in communicating his ideas effectively with fellow students and the faculty. He has a good grasping and analyzing capabilities.

During all these years of acquaintance, I have found him conception to be innovative and ingenious. He is self-motivated, attentive to the details, skilled at both independent and group work. He is a brilliant team leader skill and is competent of extracting the best out of his team members. He is highly motivated towards his career and matured intellect. He has an insatiable thirst to acquire more knowledge and skills. He never shielded away with the strenuous parts of coursework, he concentrates and understands them, will not bother how long it takes. He has the ability to adapt himself to the new and challenging environment.

I strongly believe that he will scale the highest peaks in his fields of interest. He is a dedicated and industrious student who enjoys his work. I am sure you will find him to be a student whose talents will shine further through your graduation program. I strongly recommend him for admission into your graduate program with possible financial assistance.

**(T. Ravi)**