

Internship acceptance cum undertaking letter

To
The Head
Dept. of _____
GPREC.

Sir,

Subject: *Internship in the 8th Semester – Permission – Request - Reg.*

Ref: *Offer letter / email communication from _____
(name of the company/institute)*

I, _____ (*Name in Full*),
bearing Roll No. _____, studying in the B.Tech - _____ Semester –
_____ (*branch*), have got an opportunity to pursue full internship in the 8th semester at
_____ (*name of the company*) in
_____ (*location*). Please find enclosed the offer letter/email
communication from the company. I am very much interested in utilizing this opportunity to
pursue internship and hence, request you to kindly grant me permission.

I have read the following guidelines fully and I hereby undertake to strictly follow the
same. Also, I have the consent of my parent(s) in this regard.

Guidelines for B.Tech students pursuing internship in the final semester

- *Students will be permitted to go for internship in the final (8th) semester, if the college gets official communication from any reputed company/organization, subject to the recommendation / approval of the Internship Monitoring and Evaluation Committee of the department.*
- *The students shall strictly abide by the rules and regulations of the company and adhere to their code of conduct during the period of internship.*
- *The student has to get the signature, with date, of the HR / Supervisor of company on the relieving letter, as an acknowledgement of his/her reporting to the internship work, and send a scanned copy of the same by email to the HoD, marking in CC the Professor in charge and Internal supervisor.*
- *The college seeks feedback from the company on the performance and conduct of students periodically. Any act of indiscipline, if brought to the notice of the college by the company, will be dealt with seriously, which may include cancellation of the internship.*
- *The students shall bear all the expenditure for food / traveling / accommodation etc., during the internship. However, they may receive stipend if offered by the company.*

- *The students are expected to maintain 100% attendance during the internship period in the company. Under genuine reasons, they may seek leave from the company authorities and the same must be promptly intimated by email to the Internal Supervisor (GPREC faculty).*
- *The students shall get the attendance report from the company at the end of the semester and the same must be submitted to Head of the Department. Any student falling short of requisite attendance (75%) will be detained as per the existing rules of the college.*
- *The students have to complete 8th semester course work by attending exams / project reviews / viva-voce etc., as per the academic requirements.*
- *It is the responsibility of the candidates to know the dates of examinations, project reviews etc., and attend to them accordingly.*
- *The candidate, along with his/her batch-mates (project groups), shall continue and complete the same project based on the work done in Project work Preliminary Phase-1.*
- *During the period of Internship, the candidate shall be in touch with the internal supervisor/project guide and complete the project work within the stipulated time.*
- *The Student shall submit the certificate of internship completion issued by the company, internship diary and report, within the stipulated time, to the department.*

Name & Signature of the Student

Name & Signature of the Parent/Guardian

Date:

Date:

Faculty mentor

Internal Supervisor/ Project Guide

Associate HoD

Remarks of Associate HoD:

Recommended / Not recommended

Signature of HoD:

Date:

Copy to Internship file of the department and Internal Supervisor