



Date: _____.

To,
Dean Academics and Planning
Rajiv Gandhi University of Knowledge Technologies,
Basar,

Subject: Request letter for approval of Project Internship

Respected Sir,

I, _____ bearing ID _____ from the department of _____, requesting authorization for doing Project Internship with (Company / Institution) _____.

Interviews for the same had been conducted on _____. I am writing after having been deemed qualified by the interviewers to submit a formal written application.

I have completed all courses till final year first semester, required for completion of the degree, without any active backlogs.

Internship Information

1. Internship Organization Name:
2. Organization is Classified as: Academic Institute Government Private Company
3. Internship Site Full Address:

4. Organization website:
5. Internship Position Title(if any):
6. Internship Position Description (Nature of Work):
7. Internship Site Supervisor Name:
8. Designation:
9. Phone:
10. Email:

11. Stipend provided by the Organization: Rs.
12. Other Compensation (TA & DA etc...):
13. Date of Commencement:
14. Date of likely completion:
15. Work schedule(Hours per day): Mon: ___ Tue: ___ Wed: ___ Thu: ___ Fri: ___ Sat: ___ Sun: ___

Required Signatures

Internal Supervisor

Name: _____

Department: _____

Sign with Date: _____

Head of the Department

Sign with Date and Official Stamp

Training and Placement Cell

Sign with Date and Official Stamp

Dean of Student Welfare / Chief Warden

Sign with Date and Official Stamp

Dean Engineering

Sign with Date and Official Stamp

Guidelines for Six-month Internship Starting from December -2019

1. The Students who are interested to do project outside university, must complete the academic requirements of the course i.e. students expecting to go for internship outside must complete all compulsory courses (other than elective –not more than two) required for their bachelor degree. There should not be any active backlog.
2. If the student is already placed in a campus placement event, then the project can be undertaken in the employer's place. It is expected that students must get some stipend during the work. In any other case, the HoD of the department must recommend the student for internship.
3. The students must get confirmation mail/letter from the organization for internship before the commencement of second semester. At the time of course registration, they must also register for the project internship.
4. Each student must have an internal project guide from the department along with an external supervisor at their work to monitor and guide the project.
5. Within 10days of commencing the internship, student should inform the Internal Guide and HoD regarding the topic and/or domain in which the student is undertaking internship.
6. It is the responsibility of student to update the internal guide regarding the work. Internal guide is entrusted with the responsibility of closely monitoring the internship of his/her student and ensure that Project internship is in line with the requirement of the University. Student has to send a report to internal guide and HoD on quarterly basis.
7. Every student going for project must present their work at department at the time of monthly tests. He / She must give a PPT presentation to a panel constituted by the department which shall include the internal guide.
8. For the partial fulfillment of Bachelor / Master Degree, student has to submit a final report with all supporting and valid data.
9. It is the responsibility of students to complete the project internship for their academic requirement. University/Department is not responsible for ensuring the completion.
10. The marks for evaluation of project internship is as follows:
 - Internal evaluation: 20 marks, by internal panel based on monthly presentations.
 - External evaluation by external guide: 40 marks, to be submitted by supervisor to the internal guide through confidential email/letter. If there is a problem, internal guide can decide the marks of the external guide.
 - Final evaluation: 40 marks, by project evaluation committee which shall include internal guide.
11. Students eligible for project internship should complete the free elective course in distance mode and have to attend the examinations along with the regular students for the free elective course as per the dates announced by the examination section.
12. If any part or the whole project results in a publishable work, then the affiliation must reflect the university's name. The internal guide's name must be listed as a co-author.

Undertaking from Student

I herewith accept the allotment to pursue internship at _____
_____ from (Date) _____ to (Date)
_____.

I _____ (student) bearing ID _____ herewith
declare that I accept and agree with the Code of Conduct as specified by the industry/institute either
within or outside the organization during my period of internship.

I shall take complete responsibility for my behavior during internship and I assure that I will not
directly or indirectly involve in any of the situation that may contravene with the Code of Conduct.

During my internship at the organization, if I am found involved in any violation of code of conduct or
any other mishap, I bear full responsibility for the same and shall not hold RGUKT, Basar responsible in
any way.

In case any deficiency is detected in my Internship, I undertake to rectify the deficiency to the satisfaction of
University. I understand that my inability to do so, can lead to extension of my work or any other action
decided by the University. I have clearly understood the evaluation procedures.

Student (sign): _____

Date:

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1. The application has been examined. The application fulfils the requirements stipulated under the guidelines & necessary certificates have been submitted
 2. I confirm that the internship listed counts towards the degree requirements and the course is listed in the curriculum. The internship is in the student's field of study and is an integral part of the curriculum.

Dean Academics and Planning

Sign with Date and Official Stamp