

Prescribed Format of Application for VT/Internship/Industrial Training for Students

To,
The Professor In-Charge,
Training and Placement
Through: HoD, Dept. of .....
Subject: Application for Internship/VT/Industrial Training at.....from
..... to.....

Dear Sir/Madam,
I would like to attend a One-Week/15 Days/One Month Internship/VT/Industrial Training at (name of
Company/Organisation).....from (date).....to.....

In view of above, I do here by declare that:

- 1. I will attend the entire duration of the programme, if selected.
2. I have taken permission from my parents/guardian for attending the programme and that they have no
objection in it.
3. I have valid Group/Personal Insurance Certificate as per norms
4. I will bear my own risk and responsibility during the entire course of the Internship/VT/Industrial Training

Hence, I request you to issue the appropriate letter with the following address (Please write in BLOCK letter):

TO,
.....
.....

Details of Contact Person (if available) Name.....Mob. No.....

Enclosures:

- 1. Photocopy of a valid ID Card (Institute Id/Aadhar Card/Voter Card/DL etc.) 2. Photocopy of the Admit Card of the Last Exam Passed
Signature of Applicant:.....
Mob. No.....Date:..... Name (In BLOCK Letter).....
e-mail ID:.....Course:.....Branch.....Semester.....Roll No.....

Declaration of Parents/Guardian: I do hereby declare that the above information furnished by my
Son/Daughter/ward is true to the best of my knowledge and that he/she will bear his/her own risk and responsibility
during the course of the program, if selected.

Mob. No.....Date.....Signature.....

Forwarding by the HoD/In-Charge of the Department

Recommended / Not Recommended (Please cut which is not applicable)

Other Comments, if any .....

Name of Forwarding Authority:.....Sign. of Forwarding Authority.....

For T&P Office Use

Comments of Professor-In Charge, T&P: Approved/Not approved Sign. with date:.....

Comments of T&P Manager/T&P Official : Letter Issued with Ref. ....dated.....

Signature with date: .....

Note: 1. Issuing of the Internship/VT/Industrial Training Letter will require at least three working days after the receipt of the recommendation of the
HOD, if approved 2. After successful completion of the Programme, students need to submit the copy of the certificate in the T&P Office within a week.