



RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES
Basar, BasarMandal, Nirmal Dist-504107, Telangana.

Date: _____.

To,
Dean Academics
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 _____.

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.

I am efficient in my work and can easily adopt a new culture. Given a chance, I believe I'd be extremely apt for the job. Given a chance, I believe I could do justice to the job. I therefore request you to consider my application for the internship.

Internship Site 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:___

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 my internship.

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

During internship, if anything happens to the student either within or outside the organization, RGUKT is not responsible or we take the sole responsibility in that regard.

In case any deficiency is detected in my Internship, I undertake to rectify the deficiency to the satisfaction of University or else my work can be extended. I have clearly understood the evaluation procedures.

Student (sign) _____

Date: _____ / _____ / _____

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

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.

Associate Dean (Academics)

Sign with Date and Official Stamp