



## **PROCEDURE OF SIX MONTHS INTERNSHIP PROJECT**

It is hereby informed to all E4 Students that kindly go through the following procedure to adopt a Six months internship Project outside our campus.

### **The Procedure to apply for Six months Internship Project:**

**Step-1:** Students must get a confirmation Mail /letter from the internship Provider.

**Step-2:** Along with the confirmation letter students must approach the placement office with "Internship request letter" available at T & P Office.

**Step-3:** After getting approval from all Concern authority from the university it would be forwarded to academic section to issue an "approval letter".

**Step-4:** students must submit a copy of approval letter to placement section & another copy to concern Head of the department & would be relived to go for internship.

**Note:** All the Students interested for 6 months internship must get confirmation, before 18<sup>th</sup> Dec 2016.

Sd/-

Placement Cell