



Internship Application Form (Internship cum Placement)

(Only for University students of B.Tech CSE/IT/ECE/ME/PTG/PKG/BME)

Coordinated by T&P Cell: <input type="checkbox"/>	or	Permitted by T&P Cell: <input type="checkbox"/>	(Please <input checked="" type="checkbox"/> any one)
Type of Placement (On/Off/Pool Campus)		Date of Drive:	

Personal Details:

1. Roll No.		2. Program Name:	
3. Student Name		4. Male/Female:	
5. Father's Name			
6. Date of Birth		7. Aadhaar No.	
8. Home Address			
9. Student Contact No.		10. Parents Contact No.	
11. Student E-mail ID			

Academic Details:

1. 10 th age	2. 12 th age	3. Diploma %age/CGPA (If any)					
4. SGPA in B.Tech.	1 st Sem.	2 nd Sem.	3 rd Sem.	4 th Sem.	5 th Sem.	6 th Sem.	CGPA
5. No of Active / Un-Cleared Backlogs/Re-Appears (If Any) :							

Company Details:

1. Company Name							
2. National /Multinational				3. CTC Offered:			
4. Company Address							
5. Company Contact No.				6. Company Website:			
7. HR Name							
8. HR Contact No.							
9. HR E-mail ID							
10. Company Establishment year				11. Domain of Company:			
12. Tentative Date of start of Internship (not late than 01 st Feb.)				13. Internship Period (Months):			
14. Internship	Location		Core Area		Stipend (per month)		

Documents to be enclosed:

- (i) Proof of Placement Permitted/Coordinated by T&P Cell of University.
- (ii) Photocopy of Job Offer letter mentioning requirement of Last Semester internship
- (iii) Photocopy of DMCs (10th, 12th&B.Tech. from 1st sem. to 6thsem.)
- (iv) Photocopy of Aadhaar card.

(Signature of the Student)

Contd.01

Declaration/Undertaking from student

I, _____ Roll No _____, student of _____
(Class) do hereby undertake the following:

- (i) I hereby declare that **all the information filled by me is true**. If it is found false, at any stage, the university is authorized to take disciplinary action against me according to university i.e. GJUS&T, Hisar policies and regulations.
- (ii) I hereby undertake that I have **carefully read all the guidelines/policy/rules/instructions** regarding last semester Internship, as specified by GJUS&T, Hisar and I do abide by all of them.
- (iii) I hereby understand that I have to **complete my internship in the same organization**, for which I am seeking the approval. Once approval is given, I shall neither apply for changing the internship organization, nor the scheme of last semester.
- (iv) I hereby assure that my **conduct** during internship will be good and in accordance with guidelines/policy/rules & instructions of university.
- (v) I hereby understand and agree that University bears no responsibility of anything which happens to me during my stay of internship in company.
- (vi) I hereby confirm that no direct/indirect payment has been done (or will be done) to the company (or any other person) for job/internship and in case of violation of same found at any stage, my internship will get cancelled and I will do course work at University during 8th semester of next academic session.

Date: _____

(Signature of the Student)

Name : _____

Declaration by Parent/Guardian

I _____ (Mother/Father/Guardian)
hereby fully endorse the above undertaking/declaration given by my child/ward and I will endeavour to induce my child/ward to do his/her best to observe the above stated undertaking in words and spirit. I have also carefully read the proforma filled by my child/ward.

Occupation(Mother/Father/Guardian): _____

Mobile No. _____

Date: _____

(Signature of Mother/Father/Guardian)

Place: _____

For office use of Training & Placement Cell

Training & Placement Cell has reviewed/checked the application form of Mr./Ms. _____, Roll No. _____ Course _____ of _____ department and hereby determines as follows :

- (i) E-mail Date/Letter No. (Permitted/Coordinated by T&P Cell) _____
- (ii) Eligible/Not Eligible for Internship: _____
- (iii) Reason if found not Eligible: _____

Dealing Hand

Assistant Director (T&P)

Recommended for full semester internship and forwarded to Chairperson _____ department, GJUS&T, Hisar for recommendation and for deputing the university mentor for the said student Internship program.

Director (Placement)

For office use of _____ Department

Name & Designation of University Mentor: _____

Regular/Contractual: _____ Contact No. _____

E-mail ID of University Mentor: _____

Signature of University Mentor: _____

The above said university mentor has been assigned to applicant for last semester internship program. Recommended for approval and necessary action of Dean (FET).

(Signature of Chairperson with stamp)

For office use of Dean (Faculty of Engineering)

- (i) Internship Approved /Not Approved: _____
- (ii) Reason, if not approved: _____

Dean (Faculty of Engineering)

(To be forwarded to Director, Placement for issuing Internship-Cum-Relieving letter to student)



Internship Application Form (Internship Only)

(Only for University Students of B.Tech CSE/IT/ECE/ME/PTG/PKG/BME students)

Provided by University or Self:

Personal Details:

1. Roll No.		2. Program Name:	
3. Student Name		4. Male/Female:	
5. Father's Name			
6. Date of Birth		7. Aadhaar No.	
8. Home Address			
9. Student Contact No.		10. Parents Contact No.	
11. Student E-mail ID			

Academic Details:

1. 10 th age	2. 12 th %age	3. Diploma %age/CGPA (If any)					
4. SGPA in B.Tech.	1 st Sem.	2 nd Sem.	3 rd Sem.	4 th Sem.	5 th Sem.	6 th Sem.	CGPA
5. No of Active / Un-Cleared Backlogs/Re-Appears (If Any) :							

Company/Organization Details:

1. Company/Organization Name							
2. Type of Organization (Please Tick)	Reputed research organization / Public Sector Undertaking / Govt Sponsored Project / MNC / Very Reputed company with minimum 5 years of establishment / 250 Bedded Hospital for BME students						
3. Company Address							
4. Company Contact No.				5. Company Website:			
6. HR Name							
7. HR Contact No.							
8. HR E-mail ID							
9. Company Establishment year				10. Domain of Company:			
11. Tentative Date of start of Internship (not late then 1 st Feb)				12. Internship Period (Months):			
13. Internship	Location		Core Area		Stipend (per month)		

Documents to be enclosed:

- Photocopy of Internship Offer letter.
- Photocopy of DMCs (10th, 12th&B.Tech. from 1st sem. to 6thsem.)
- Photocopy of Aadhaar card

Terms and Conditions for Internship:

- Student should have No Active Re-appear/backlog.
- Student should have CGPA 6.0 & above up to 6th semester.
- Internship allowed only in (Some Credential Doc to be given as proof)
 - Reputed research organization or
 - Public Sector Undertaking or
 - Govt Sponsored Project or
 - MNC or
 - Very Reputed company (registered with Corporate Affairs Ministry) with minimum 5 years of establishment or
 - 250 Bedded Hospital (for BME students only)
- Minimum Stipend as Rs.15,000/- per month.

(Signature of the Student)

Declaration/Undertaking from student

I, _____ Roll No _____, student of _____
(Class) do hereby undertake the following:

- (i) I hereby declare that **all the information filled by me is true**. If it is found false, at any stage, the university is authorized to take disciplinary action against me according to university i.e. GJUS&T, Hisar policies and regulations.
- (ii) I hereby declare that all the **terms and conditions mentioned on Page-1** are completely met for my case.
- (iii) I hereby undertake that I have **carefully read all the guidelines/policy/rules /instructions** regarding last semester Internship, as specified by GJUS&T, Hisar and I do abide by all of them.
- (iv) I hereby understand that I have to **complete my internship in the same organization**, for which I am seeking the approval. Once approval is given, I shall neither apply for changing the internship organization, nor the scheme of last semester.
- (v) I hereby assure that my **conduct** during internship will be good and in accordance with guidelines/policy/rules & instructions of university.
- (vi) I hereby understand and agree that University bears no responsibility of anything which happens to me during my stay of internship in company.
- (vii) I hereby confirm that no direct/indirect payment has been done (or will be done) to the company (or any other person) for job/internship and in case of violation of same found at any stage, my internship will get cancelled and I will do course work at University during 8th semester of next academic session.

Date: _____

(Signature of the Student)

Name : _____

Declaration by Parent/Guardian

I _____ (Mother/Father/Guardian)
hereby fully endorse the above undertaking/declaration given by my child/ward and I will endeavour to induce my child/ward to do his/her best to observe the above stated undertaking in words and spirit. I have also carefully read the proforma filled by my child/ward.

Occupation(Mother/Father/Guardian): _____

Mobile No. _____

Date: _____

(Signature of Mother/Father/Guardian)

Place: _____

For office use of Training & Placement Cell

Training & Placement Cell has reviewed/checked the application form of Mr./Ms. _____, Roll No. _____ Course _____ of _____ department and hereby determines as follows :

- (i) Eligible/Not Eligible for Internship: _____
(ii) Reason if found not Eligible: _____

Dealing Hand

Assistant Director (T&P)

Recommended for full semester internship and forwarded to Chairperson _____ department, GJUS&T, Hisar for recommendation and for deputing the university mentor for the said student Internship program.

Director (Placement)

For office use of _____ Department

Name & Designation of University Mentor: _____

Regular/Contractual: _____ Contact No. _____

E-mail ID of University Mentor: _____

Signature of University Mentor: _____

The above said university mentor has been assigned to applicant for last semester internship program. Recommended for approval and necessary action of Dean (FET).

(Signature of Chairperson with stamp)

For office use of Dean (Faculty of Engineering)

(i) Internship Approved /Not Approved: _____

(ii) Reason, if not approved: _____

Dean (Faculty of Engineering)

(To be forwarded to Director, Placement for issuing Internship-Cum-Relieving letter to student)



TRAINING & PLACEMENT CELL
GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR
(Established by State Legislature Act 17 of 1995)
'A' GRADE NAAC Accredited

No. TPC/20/TRG-
Dated: _____

Subject:- Relieving Cum Training Letter for 8th Semester Industrial Internship.

Dear Madam / Sir

Greetings from Training & Placement Cell of GJUS&T, Hisar.

In reference to your Internship offer letter/e-mail dated _____, our student Mr./Ms. _____ Roll No _____ of _____ Class has been allowed to undergo Industrial Training/Internship in lieu of 8th semester in your esteemed organization under your guidance and directions. It is also to be noted that Mr./Ms _____ Designation _____ Mail-Id _____ Mobile _____ has been deputed as the Faculty mentor by the respective department for monitoring and evaluation of student's performance during internship.

This Industrial Internship being part of the curriculum, the following guidelines have been prescribed in the curriculum for the training and are therefore requested to be taken care by your good self :

- 1) Student Intern is required to send his/her **joining report** (Annexure-I) within One Week of joining. This joining report should be verified & signed by **Industry mentor** assigned to him/her. Therefore, Please assign the project/assignment and Industry mentor to the student within this period.
- 2) There would be **two mandatory evaluations** by both Industry mentor as well as faculty mentor (15% marks weightage for each evaluation for each mentor) - **First would be within Six weeks** of joining and **Second would be within three months** of Joining. Report of each monitoring in prescribed format (Annexure-III & IV) has to be submitted to department within one week of monitoring.
- 3) Internship has **to be over by 31st May 2020** and Final Training/Internship report should be submitted to the respective department by First week of June 2020. Final evaluation will be scheduled in June 2020 month (40% marks weightage).
- 4) Both Industry Mentor and Faculty Mentor are supposed to evaluate the student's performance on the following parameters :
 - a) Attendance & general behavior
 - b) Relation with workers & Supervisor
 - c) Initiative & Efforts in learning
 - d) Knowledge & Skills improvement
 - e) Contribution to the organization

Your efforts in this regard will positively enhance knowledge and practical skills of the students, your cooperation will be highly appreciated and we shall feel obliged. The students will abide by the rules and regulation of the organization and will maintain a proper discipline with keen interest during their Internship. The students will report to you on dated _____ along with a copy of this letter.

Yours Sincerely

Pratap Singh Malik,
Director (Placement)

STAMP HERE

Contact us

Training & Placement Cell, Teaching Block-VII, Ground Floor, GJUS&T, Hisar, Haryana
Contact : 01662-263777-507, +91-9868914103,
E-mail: gju.tpo@gmail.com, (Website: www.tpc.gjuonline.ac.in)