

Student Joining Letter Format

To,
T&P Incharge

J D College of Engineering & Management, Nagpur.

Subject: Internship joining report.

With reference to acceptance of internship by **HRD, DLJ-DRDO** through letter/email dated **30/07/2025**, I hereby pleased to communicate you that I have joined as Internee on **06/08/2025**.

Initially I have been posted in **RDS/STT** department. During this Internship, my contact number will be 8669020581 and e mail id will be basuakashramanni@gmail.com. Moreover, I will be forwarding fortnightly report stating my periodical learning and experiences.

Thanking you,

Regards

(Akash Ashok Ramanni)

For Immediate Supervisor

The above mentioned student of your institute has joined our organization as per information provided above.

Authorized Signature

Name:

Contact No.

Student Daily Diary (Log) Recording Format

Day-1		Date:		
Time of arrival		Time of departure		Remarks
Depart./Division	RDS/STT	Name of finished job		
Name of HOD/ Supervisor With e-mail id				
Main points of the day				

Signature of Industry Supervisor

Annexure- VII**Format for Supervisor Evaluation of Intern**Student Name: Akash Ashok Ramanni Date: _____

Work Supervisor: _____ Title: _____

Company/Organization: DLJ-DRDOInternship Address: Defence Laboratory, Prof. Daulat Singh Kotari Marg Ratanada , Jodhpur, Rajasthan- 342011

Dates of Internship: From 06/08/2025 To 06/01/2026. Please evaluate intern by indicating the frequency with which you observed the following behaviours:

Parameters	Needs improvement	Satisfactory	Good	Excellent
Behaviour				
Performs in a dependable manner				
Cooperates with co-workers and supervisors				
Shows interest in work				
Learns quickly				
Shows initiative				
Produces high quality work				
Accepts responsibility				
Accepts criticism				
Demonstrates organizational skills				
Uses technical knowledge and expertise				
Shows good judgment				
Demonstrates creativity/originality				
Analyzes problems effectively				
Is self-reliant				
Communicates well				
Writes effectively				
Has a professional attitude				
Gives a professional appearance				
Is punctual				
Uses time effectively				

Overall performance of student intern (Tick one):

Needs improvement/ Satisfactory/ Good/ Excellent

Additional comments, if any:

Signature of Industry supervisor _____ HR Manager _____