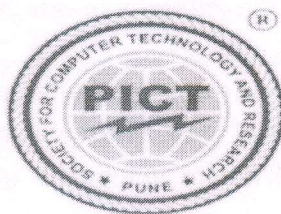


INTERNSHIP: FRAMEWORK AND GUIDELINES FOR UG AND PG STUDENTS

(Academic Year 2018-19)



**SOCIETY OF COMPUTER TECHNOLOGY AND RESEARCH
PUNE INSTITUTE OF COMPUTER TECHNOLOGY**

INTERNSHIP GUIDELINES FOR STUDENTS


Internship is a great opportunity to learn in industry environment without being an employee of the company. Students are advised to set their goals prior to starting their internship and focus on completing them during the internship.

Following are the internship guidelines for students.

1. Internship may be full time or part time.
2. Internship may be paid or non-paid.
3. Internship duration is including vacation period as follows
 - a. Minimum of 6 months: for PG after 2nd semester
 - b. Maximum of 2 months : for UG after 6th semester
 - c. Maximum of 1.5 months : for UG after 2nd and 4th semester

However, duration can be stretched up to two months for premier Institutes or niche companies.

4. Eligibility criteria: minimum of 75% and more than 7 CGPA in previous consecutive years.
5. No student will be permitted for internship without prior permission of the institute.
6. Student has to submit following documents to the respective internship coordinator in order to get the approval for the internship.
 - a. Application in the given format
 - b. Undertaking form
 - c. Mark sheet of previous years
 - d. Internship offer letter/Official email from company
7. After completion of internship, student has to submit following documents to the respective internship coordinator.
 - a. For internship more than or equal to one month duration
 - i. Completions Certificate
 - ii. Presentation of work carried out
 - iii. Summary report
 - iv. Daily log report
 - b. For internship less than one month duration
 - i. Completion certificate
 - ii. Summary report
 - iii. Presentation of work carried out
8. The intern will demonstrate punctuality and a willingness to learn during internship program.
9. The intern will obey the policies, rules and regulations of the company/institute and comply with the institute's/company's business practices and procedures.
10. The intern will maintain a regular internship schedule determined by the institute/company.


Principal, PICT

INTERNSHIP ACADEMIC YEAR 2018-19**STUDENT APPLICATION FORM****Date:**

To,
The Principal,
PICT Pune,

Through [HOD]

Subject: Permission for attending internship at [organization/company] for [duration/period].

Respected Sir, ▸

I, [name] the undersigned is a student of [department and year] requesting your kind permission for attending internship at [company/organization name] from [duration].

Following are my details

1	Name of Student	
2	Department	
3	Division and Roll no	
4	Organization/Company details Name of the organization/company, Address, Contact Person name and designation	
5	Internship work details	
6	Duration of internship	
7	Attendance previous semesters	
	Previous year CGPA/Result	
	Sign of class coordinator	

Yours sincerely,

Signature

Mobile no:

Email ID:

INTERNSHIP
STUDENT UNDERTAKING FORM

I Mr./Miss _____ student of Pune Institute of Computer Technology, Pune, do hereby undertake and abide by the SPPU, Pune laid down norms regarding attendance. I am fully aware that, as per university norms, 75% attendance is compulsory. I am also aware that my term will be cancelled if I do not maintain attendance above 75%. I will satisfactorily complete the internship as per the guidelines.

Intern Details

1	Name of Student	
2	Department	
3	Division and Roll no	
4	Organization/Company details Name of the organization/company, Address, Contact Person name and designation	
5	Internship work details	
6	Duration of internship	
7	Attendance previous semesters	
	Previous year CGPA/Result	
	Sign of class coordinator	

Student:
 Signature
 Mobile no:
 Email ID:

Parent:
 Signature
 Mobile no:
 Email ID:

[on college head]

INTERNSHIP LETTER

Date:

This is to certify that [Name of student] is a bonafide student of Pune Institute of Computer Technology and studying in [Year] of [Department name], during the [academic year].

She/He is permitted by the college for the internship program from [duration].
She/He is expected to attend the college, without fail, from [date].

This certificate is issued on the request of the student for internship.

Principal, PICT