Dear Sir/Ma’am,

**Greetings from University of Petroleum and Energy Studies, UPES Dehradun!**

It is a pleasure to partner with your esteemed organization and forge a mutually fruitful relationship that is expected to deliver excellence, growth and development.

We are delighted to inform you that after SRIJAN Internship 1.0, we have almost completed the next big step in the process of Srijan Social Internship 2.0 – **ALLOCATION of students in their respective organizations.**

As a part of this process, we now require a **Job Description** of the internships. This is to communicate the Job Description to our students so that they can prepare themselves for the roles they shall be taking up at your esteemed organization. This will ensure that students are prepared, which will in turn contribute to optimization in their learning experience, along with their increased and effective participation in your organization functions. A precise and crisp **Job Description** would also give students clarity regarding the roles and the organization’s expectations which shall lead to alignment of student’s objectives with organization’s vision.

Therefore, we request you to send us a precise job description of the roles and responsibilities our students shall be taking up in your organization during the internship.

**We expect the Job Description to include:**

**1.       Exact Location of the internship**

**2.       Basic Description: Vision and Mission of Organization**

**3.       The roles and responsibilities**

**4.       Working hours**

**5.       Expected skills**

**6.       If possible, how the students might prepare for the internship.**

**7.       Name of the Mentors, with their contact details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No.** | **Name of the Mentor** | **Mobile No.** | **Email id** | **LinkedIn Profile Link/CV** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |

Kindly share the same with us.

**Also, I am here sharing the list of students allocated in your organization with their CVs (link attached) for your reference.**

**We also would like to keep an orientation session of students placed in your organization. Please let us know when we can scheduled this (Between 23rdFebruary, 2022 -12th March, 2022)?**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| [**S.NO**](http://s.no/) | **Sap ID** | **Name** | **Gender** | **Mail id (Personal Mail Id)** | **Mobile Number** | **School** | **Permanent Address** | **Permanent City** | **Permanent State** | **Link for CV** | **sap id mail** |
| 1 | 500090313 | Mayank Morkhade | Male | [mayankmorkhade@gmail.com](mailto:mayankmorkhade@gmail.com) | 9850933733 | School of Design | B-307, Anant apt., Ostwal Empire, Boisar. | Boisar | Maharashtra | <https://drive.google.com/open?id=11O7IgaZ06psZzAJ8K2fmcMkNor2SOCvn> | [500090313@stu.upes.ac.in](mailto:500090313@stu.upes.ac.in) |
| 2 | 500091388 | YASH KUCCHAL | Male | [yashkucchal0505@gmail.com](mailto:yashkucchal0505@gmail.com) | 8057749331 | School of Computer Science | PATTHAR KA KAWN ,DEOBAND(SAHARANPUR) | Saharanpur | UP | <https://drive.google.com/open?id=1eloHmWqU56e0Z2AzbM402LpVmzaWXCh6> | [500091388@stu.upes.ac.in](mailto:500091388@stu.upes.ac.in) |
| 3 | 500091613 | Vasu Goyal | Male | [vv163129@gmail.com](mailto:vv163129@gmail.com) | 8439044344 | School of Computer Science | Old Anaj mandi Deoband | Sharanpur | UP | <https://drive.google.com/open?id=1C7CH-vKyM-2JRcJJwOxj6YuNUq_e6xPU> | [500091613@stu.upes.ac.in](mailto:500091613@stu.upes.ac.in) |
| 4 | 500094899 | Raghav Mittal | Male | [drki00001234@gmail.com](mailto:drki00001234@gmail.com) | 7055458296 | School of Computer Science | Teacher Colony , Jagganath Hospital , Gangoh | Gangoh ,Saharanpur | Uttar Pradesh | <https://drive.google.com/open?id=1ZPtmhPnG04gB9rR4YEMpfoHrE5Es8cKxbg87kswIK2w> | [500094899@stu.upes.ac.in](mailto:500094899@stu.upes.ac.in) |
| 5 | 500097587 | Urooj Fatima | Female | [urooj.sre01@gmail.com](mailto:urooj.sre01@gmail.com) | 7668515474 | School of Business | Sarai Hisamuddin | Saharanpur | Uttar pradesh | <https://drive.google.com/open?id=18UAefOrnUGtAP_6r0vcZ84eyZQzCmBuY> | [500097587@stu.upes.ac.in](mailto:500097587@stu.upes.ac.in) |
| 6 | 500095814 | Navya Jain | Female | [navyajain0904@gmail.com](mailto:navyajain0904@gmail.com) | 7668588728 | School of Business | 91, Mahavira calony Saharanpur | Saharanpur | Uttar Pradesh | <https://drive.google.com/open?id=1GP3S72z4Gg5r4aC_nuMpsiWCW1ix8qia> | [500095814@stu.upes.ac.in](mailto:500095814@stu.upes.ac.in) |
| 7 | 500097371 | Kartika Arora | Female | [kartikaarora16@gmail.com](mailto:kartikaarora16@gmail.com) | 7417110000 | School of Law | Hno. 33 34, Nawab ganj chowk, near anandpur kutia | Saharanpur | Uttar Pradesh | <https://drive.google.com/open?id=1tatx026W9UO5cQjdULi3b_-m7b-Ttr6S> | [500097371@stu.upes.ac.in](mailto:500097371@stu.upes.ac.in) |
| 8 | 500091311 | ayushman saini | Male | [ayushmansaini120@gmail.com](mailto:ayushmansaini120@gmail.com) | 8755373131 | School of Computer Science | Vill. Balwantpur, sarsawa, saharanpur, UP | Saharanpur | Uttar Pradesh | <https://drive.google.com/open?id=1qeQ1G2n58tMqwZBH5MQKkfpRV-gV2OvfT2m-Qlh-ykk> | [500091311@stu.upes.ac.in](mailto:500091311@stu.upes.ac.in) |
| 9 | 500097666 | Rishabh Kumar | Male | [rk9456896525@gmail.com](mailto:rk9456896525@gmail.com) | 9389861854 | School of Business | Pant vihar, hasanpur | Saharanpur | Uttar Pradesh | <https://drive.google.com/open?id=1cmk6sAwR6xBNsi5G-qaX3w02tdxL6Vyf> | [500097666@stu.upes.ac.in](mailto:500097666@stu.upes.ac.in) |
| 10 | 500092512 | vishu | Male | [vishutyagi4036@gmail.com](mailto:vishutyagi4036@gmail.com) | 8755117521 | School of Business | Village - Jhabiran ,post - Deoband | Saharanpur | Uttar Pradesh | <https://drive.google.com/open?id=1_nvRUEL8DgV9puQKuNxwKRdeY0bcqI8V> | [500092512@stu.upes.ac.in](mailto:500092512@stu.upes.ac.in) |
| 11 | 500093639 | Naman Kumar | Male | [namankumar1973@gmail.com](mailto:namankumar1973@gmail.com) | 7078885506 | School of Engineering | Kamla Vihar Colony , Manglor Chowki , Deoband , Saharanpur | Saharanpur | Uttar Pradesh | <https://drive.google.com/open?id=11M_3Vwt3Z06jGUgxk0GjaZakauXPk2GR> | [500093639@stu.upes.ac.in](mailto:500093639@stu.upes.ac.in) |
| 12 | 500089778 | Aakansha kohli | Female | [kaakansha921@gmail.com](mailto:kaakansha921@gmail.com) | 7017806087 | School of Health Sciences | Vill + post Shajhanpur Distt Sharanpur | Sharanpur | Uttar Pradesh | <https://drive.google.com/open?id=1org6I7c5kqd5bPh653vBejPPaHRkypKvgR9jaMEJ7K8> | [500089778@stu.upes.ac.in](mailto:500089778@stu.upes.ac.in) |
| 13 | 500094170 | Aditya choudhary | Male | [adityach938@gmail.com](mailto:adityach938@gmail.com) | 6395576456 | School of Computer Science | Paper mill road on road near bajaj agency bharampuri colony ,Saharanpur,uttarpardesh | Saharanpur | Uttarpardesh | <https://drive.google.com/open?id=1DHnii9epyLcok8UlNit0l-Y5uWGQTqxa> | [500094170@stu.upes.ac.in](mailto:500094170@stu.upes.ac.in) |
| 14 | 500094916 | Aakash pal | Male | [42aakash42@gmail.com](mailto:42aakash42@gmail.com) | 9458064914 | School of Engineering | Arun Dairy Ankit Vihar Calony Nawada Road Saharanpur Near Indian Herbs Factory | Saharanpur | UttarPradesh | <https://drive.google.com/open?id=1J0bn6KMn_SWaBAVvNj2slYpkIzgTm5yb> | [500094916@stu.upes.ac.in](mailto:500094916@stu.upes.ac.in) |

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