SRT/20

{{Date}}

To,

{{College Name}},

{{Location}}

Sir,

Sub: Internship Training

This has reference to your letter seeking Internship for {{Name Title}} {{Name}}, {{Degree}} student of your college.

We are glad to inform you that the above student may undergo Internship at {{Department}} Department, {{Guide Location}} from {{From Date}} to {{To Date}} subject to the following conditions.

1. During the training period, no stipend or remuneration will be paid.
2. The student will have to make their own arrangements for accommodation and local transport.
3. The student will have to bear the travel expenses for joining the training and any expenses related to preparation of Project Report
4. The Corporation will not be responsible for injury, if any caused during the training. The student is advised to ensure their personal safety during the training period and necessary safety & other precautions be adhered to as per the protocol.
5. The student is advised to maintain confidentiality of the project work done.
6. The student will be required to use own laptop during their internship period.
7. The student will have to abide by the rules and regulations of our Corporation.

The student should report to {{Guide Title}} {{Guide Name}}, {{Guide Designation}}, {{Guide Location}} for her training.

Certificate will be issued to the student by the Learning & Development Department, SR, on receipt of the report (both hard & soft copy) and based on the certification received from the internal guide on the Final Report.

**For INDIAN OIL CORPORATION LIMITED**

**N.SRIDHAR**

**CGM (ES), SR**

Cc : {{Guide Title}} {{Guide Name}}, {{Guide Designation}}, {{Guide Location}}:- With a request to render assistance and allocate a suitable assignment / project work to the student under your guidance during the period of the training.

Cc : {{Guide CO Title}} {{Guide CO Name}}, {{Guide CO Designation}}, {{Guide CO Location}} - For your kind information please and with a request to measure the progress of the project assignment by the Intern on a weekly basis and render your valuable advice.