

General Guidelines for the students to issue NOC/RECOMMENDATION LETTER OF INTERNSHIP

1. Students are allowed to permit for offline internship at industry in Summer/Winter/Diwali vacations ONLY.
2. For offline internship, student must have taken two doses of covid-19 vaccination and required its certificate in the attachment.
3. Students are allowed to permit for online industrial internship throughout the year without disturbing academic classes and practical's.
4. Take a print out of APPLICATION FORMAT FOR NOC/RECOMMENDATION LETTER OF INTERNSHIP which is attached to the next page (Only max. 4 students can apply using one application form and above that can apply using more than one application forms.).
5. Write the details of student/students and internship related information as mentioned in the form.
6. Sign the documents by the student/students.
7. Take remarks and sign from TPO faculty coordinator of the respective department.
8. Take remarks and sign from Head of the respective department.
9. Attached covid-19 vaccination certificate(s) to this form.
10. Submit the form to TPO office.
11. TPO office will issue you the NOC/RECOMMENDATION LETTER OF INTERNSHIP.
12. This application form is also available on institute website, www.gcoec.ac.in

Regards,

TPO Cell, Government College of Engineering, Chandrapur

APPLICATION FORMAT FOR NOC/RECOMMENDATION LETTER OF INTERNSHIP

Date: / /

To,
Training and Placement Office In-Charge,
Government College of Engineering,
Chandrapur

Through: Faculty coordinator of department and Head of department

Subject: Application for No Objection Certificate for Internship and issue of forwarding letter

Dear Sir,

I/We (as mentioned below),

Sr. No.	Full Name of the Student	PRN No.	Branch	Current Semester
1.				
2.				
3.				
4.				

Note: *Only max. 4 students can apply using one application form and above that can apply using more than one application forms.*

Wish to undergo internship in the company as mentioned below:

Name of the Company where internship is to be completed	
Duration of internship	From -----to -----
Mode of internship (ONLINE / OFFLINE)	
Address of company	
Location of internship	

I/We assure you that I/We will complete the internship without disturbing the academic schedule.

Kindly issue me/us the forwarding letter for the same.

Thanking you.

Attachment: Covid-19 Vaccination Certificate(s)

Remark and sign of faculty coordinator

Name and Sign of Student(s)

Remark and sign of Head of the department