

Format for off-campus internship offer letter
[To be sent using Mentor's organizational e-mail account to bsi_2014@daiict.ac.in or
printed on organizational letter-head]



To

Coordinator – B.Tech. Summer Internships 2014
Faculty Block-1
Dhirubhai Ambani Institute of Information and Communication Technology
Gandhinagar 382007

Subject: Approval of BTech Summer Internship 2014

Dear Co-ordinator,

We are pleased to offer (Student's name) _____
with DA-IICT ID No. _____, an internship in our organization for the
period (start date) ____ - ____ - ____ - (end date) ____ - ____ - ____.

Details of the organization and the mentor who will supervise the student's work during the internship
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Name of the organization: _____

URL of the organization's homepage: _____

Name of the mentor: _____

Designation: _____

Department/Group: _____

Address: _____

Phone No: _____ Fax. No: _____

Email: _____

Signature:

(not required if submitted through e-mail)

Name and designation of signing authority: _____

Format for proposed work of off-campus intern
[To be sent using Mentor's organizational e-mail account to bsi_2014@daiict.ac.in or
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Name of the student: _____

Student's DA-IICT ID No.: _____

Name of the organization: _____

Name of mentor: _____

Proposed work to be carried out during internship: _____

Student's signature

Mentor's signature

(Signatures not required if submitted through e-mail)