



Format for applying for CoOp Module by a Final Year student

Name of the student _____, Roll No. _____

Name of the Organization / Industry, where the student wants to go for Co-Op Module

Website of the Organization / Industry _____

Duration of the CoOp Module program**

Offered by the Organization / Industry from _____ to _____

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- University permits final year students to go for CoOp Module program in the premier organization / Industries of repute and spend two complete semesters there.
- Final authority to approve / disapprove any student's request to go for CoOp module program rests with the university and same is grantable only after proper verification of the provided facts.
- Mention of the CoOp Module program gets reflected in Final year (7th – 8th Semester) grade card as CoOp Project.
- Students pursuing the CoOp track will be earning less number of credits the ones who would adopt Semester track in the final year.
- Student will need to submit a Monthly progress report in the university by the last Friday of every month. Same will be evaluated and in case of not showing significant progress, university may take a call on discontinuing the CoOp track for the student and convert it back to Semester track.
- Student will be required to pay regular semester fee to the university, when he/she is pursuing his/her CoOp track.

Details of the contact person in the Co-Op Module organization –

Name _____, Phone no. _____

Email address _____

Address of the Organization / Company _____

Details of the contact person in the Co-Op Module organization, is to be submitted within first week of joining the organization at **cse_training@chitkara.edu.in** (mentioning the subject of mail as **Co-op <Roll No>**)

I would abide to any changes in rules and regulations for CO-OP module by the Chitkara University, Punjab.

Signature of the parents of the student

Date -

Signature of the student

Date –

Mandatory enclosures

1. Proof of the acceptance by the CoOp Module organization in the form of supporting emails / offer letter (Mention of the duration of the program is a must)

(For office use only)

Date of receipt of application	Verification of the organization and Recommendations done by Coordinator (TP) (Pls attach a report in this regard)	
Recommendation of the concerned Program Incharge	Permitted / Not permitted	Remarks, if any
Decision of the Dy. Dean	Permitted / Not permitted	Remarks, if any
Decision conveyed to student on _____		