



"Empowerment through quality technical education"

AJEENKYA DY PATIL SCHOOL OF ENGINEERING

Dr D Y Patil Knowledge City, Charholi (Bk.), Via. Lohegaon, Pune – 412 105

(ISO 9001:2005 & 21001:2018 Certified Institute)

Affiliated to SPPU, Approved by AICTE & DTE

Accredited by NAAC and NABL

INTERNSHIP REQUEST FORM

Date:- dd/mm/yyyy

To,
The Principal,
Ajeenkya DY Patil School of Engineering,
Lohegaon, Pune – 412 105

Subject: Permission/Request for Internship at {Name of Company / Industry / Organization}

Respected Sir,

I Mr. / Miss {write your name} a third year student of Mechanical Engineering Department at Ajeenkya DY Patil School of Engineering. My division and roll number is {Roll No.}. As per syllabus of SPPU **TE 2019 pattern (6th semester)** internship program is an integral part of my education of academic year 2023-24

I recently got selected for internship at {Name of institution / organization / company}. As per the schedule, the internship will run from {start date} to {end date} online or offline. I also believe that this internship will be helpful for future.

So it's my humble request to grant me permission for internship.

(Student sign)

Sincerely,

(Student Name)

Prof. {Name and sign}
TE Class Teacher

Prof. M. V. Ambalagi
Internship Coordinator

Prof. R N Garad
HOD

Dr. F. B. Sayyad
Principal



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FORMAT1. STUDENT INTERNSHIP PROGRAM APPLICATION

Complete and submit to the Internship Program Coordinator.

1. Student Name:			
2. Campus Address:		Phone:	
3. Home Address:		Phone:	
3a. Student email address:			
4. Academic Concentration		5. Internship Semester: _____ Year.	
6. Overall GPA:			
9. Internship Preferences			
	Location	Core Area	Company/ institution
Preference-1			
Preference-2			
Preference-3			
Faculty mentor Signature: _____ Date _____.			
Signature confirms that the student has attended the internship orientation and has met all paperwork and process requirements to participate in the internship program, and has received approval from his/her Advisor..			
Student Signature: _____ Date _____.			
Signature confirms that the student agrees to the terms, conditions, and requirements of the Internship Program			

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FORMAT 2: STUDENT’S DAILY DIARY/ DAILY LOG

NAME OF STUDENT:- Mr./Miss _____

DAY-1		DATE		
Time of arrival		Time of Departure		Remarks
Deptt./Division		Name the finished work		
Main points of the day / Work done				
DAY-2		DATE		
Time of arrival		Time of Departure		Remarks
Deptt./Division		Name the finished work		
Main points of the day / Work done				
DAY-3		DATE		
Time of arrival		Time of Departure		Remarks
Deptt./Division		Name the finished work		
Main points of the day / Work done				
DAY-4		DATE		
Time of arrival		Time of Departure		Remarks
Deptt./Division		Name the finished work		
Main points of the day / Work done				
DAY-5		DATE		
Time of arrival		Time of Departure		Remarks
Deptt./Division		Name the finished work		
Main points of the day / Work done				

Name & Signature of Industry Supervisor



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Student Undertaking Letter for Internship

I Mr. /Miss {*write your name*} a third year student of {*Name of Department*} Department at Ajeenkya DY Patil School of Engineering. My division and roll number is {*Roll No.*} of academic year 2021-22. I solemnly declare that, I with the express consent of my parents voluntarily and willingly and out of my free will, have signed up for the Internship training/Project work at {*state the company name, and address*}, in the domain {*field of internship*}, online or offline arranged by Self/College as a part of improving and having firsthand knowledge about industries. I hereby agree and confirm to abide by the terms and conditions set out by the college for such internship/project work. I further declare and confirm that the college shall not be held responsible in the event of any misfortune or loss of property(personal belongings)or accident/s resulting in permanent or temporary total or partial disablement or major or minor injury or injuries or fatality during the course of this Project work; I shall undertake full responsibility for all the consequences should any other person or body suffer any personal injuries and/or damage to property as a result of my negligence or act of omission or commission willful or otherwise during the course of this Project work. I shall indemnify and keep indemnified the college against any liability, demand, claim, loss or lawsuit in respect of personal injuries to me and/or to anybody and/or property damage arising out of or caused by my negligent or act of omission or commission willful or otherwise during the course of Internship / Project work. I shall undertake to uphold the high reputation of the college and abide by the code of conduct of the College, and all other relevant rules and regulations at all times during the training. I undertake to meet the expenses in connection with Internship/Project work including travel, stay and all incidentals.

Yours truly,

{ Student's Signature here }

Date: _____

I agree and consent to the above.

{ Parent's Signature here }

{ Name of Parent here }

Date: _____