



**PSG INSTITUTE OF TECHNOLOGY AND APPLIED RESEARCH**  
**NEELAMBUR, COIMBATORE – 641 062**  
**CAREER DEVELOPMENT CENTRE**

**Permission and Undertaking for Summer Internship / Short Duration Internship**

From

Date:

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 .....

To

The Principal  
 PSG Institute of Technology and Applied Research  
 Coimbatore – 641062.

Through: **The Head of the Department**, Department of -----

Dear Sir,

**Sub: Undertaking while pursuing Internship/Project Work II in Industry / Institutions.**

I wish to inform that, I have been offered Summer internship/Short Duration internship in the organization, details of which are provided below. The activities carried out during this internship will be useful for my placement and final year project work.

| Name & Address of the Industry /<br>Institution with contact details &<br>Mobile number | Internship Period |              | Name of Mentor/<br>Guide in the<br>Industry &<br>Department | Duration for which<br>Attendance needed |    | Stipend<br>receivable<br>(if any) |
|-----------------------------------------------------------------------------------------|-------------------|--------------|-------------------------------------------------------------|-----------------------------------------|----|-----------------------------------|
|                                                                                         | From<br>(Date)    | To<br>(Date) |                                                             | From                                    | To |                                   |
|                                                                                         |                   |              | Industry                                                    |                                         |    |                                   |
|                                                                                         |                   |              | Department                                                  |                                         |    |                                   |

**My CGPA up to semester \_\_\_\_ is \_\_\_\_\_**

I request you to permit me to accept the offer of the above internship and provide attendance for the duration mentioned.

**I hereby undertake the following.**

1. I will be regular and sincere in carrying out my internship at the above organization and I will obey the Rules and Regulations of the organization.
2. I will obtain the attendance certificate and submit the same at academic section within a week from the last date of my internship and also submit the copy of the report of the internship to the HoD.
3. I will study on my own, the syllabi covered in the class during my internship.
4. Further, after return from internship, I will also complete the assessment components (except CA Test 1 if total CA tests are three) and laboratory experiments missed during the internship period after regular class hours.
5. I have enclosed the offer letter for internship.
6. I have enclosed parent's consent Letter.

**(Signature of the Student)**

**Tutor**

**Guide (Dept)**

**HoD**

**Placement Officer**

**Dean-Academic**

**Principal**

1. Original Form shall be submitted to **Placement Office** and Photo copies to **Academic Section** and Head of the Department.
2. If Hostel required during vacation period then separate request letter shall be submitted for the hostel accommodation.