

Form P4

INDIAN INSTITUTE OF INFORMATION
TECHNOLOGY, DESIGN AND
MANUFACTURING, KANCHEEPURAM



भारतीय सूचना प्रौद्योगिकी, अभिकल्पना
एव विनिर्माण संस्थान, कांचीपुरम

OFFICE OF PLACEMENT

Ph.: 044 2747 6316

Email: pic-internships@iiitdm.ac.in

REQUEST FOR LONGTERM INTERNSHIP

Name (as per Academic Record)				
Roll No.				
Department & Program				
Current Year & Semester				
CGPA (as on date)		Backlogs		
Student's Contact No				
Parent's Name				
Parent's Contact No		Email ID		
Permanent Address				
Internship Duration	From	___ / ___ / _____	To	___ / ___ / _____
Duration (in months)				
Working Institute/Company				
Stipend Amount (if any)				
Title of the Work				
External Guide/Mentor Name & Designation				
Contact No		Email ID		
Internal Guide from our Institute & Department				
Is the Internship / Project offer provided via Institute?				
Have you got pre-placement offer from this company/ R&D Lab?				
Will you stay in the institute hostel (IIITDM Kancheepuram), during the internship period?	YES / NO			

Undertaking

1. I undertake that the above event is relevance to my project / research work and I am aware of the rules concerning on duty. I will submit the offer letter or mail confirmation for Internship from the Institute/Company to PIC-Internship.
2. For M.Tech students – I am not eligible to receive HTTA during the above mentioned tenure, since I won't be available to deliver the TA Duty in the institute.

Enclosures:

1. Longer Internship / Project offer letter
2. Abstract /Detailed Proposal of the proposed internship/Project work signed by internal and external guides.
3. Approval Letter/email from Parent for Longer Internship / Project
4. Requisition cum undertaking letter to Dean Academics stating the courses to be done and left over credits.
5. Copy of recent Grade Sheet
6. Proof of Fee payment
7. Placement/Pre-Placement Offer (if any)

Date:

Signature of the Student

Remarks:

External Guide
Signature with Seal

Recommendations

Internal Guide

Head of the Department

PIC – Internship

Dean Academics

Chief-Warden
(for communication purpose)

PIC-Placement

Placement Officer

Remarks if any: