



Gokhale Education Society's
H.P.T. Arts and R.Y.K. Science College, Nashik-05

Prin. T. A. Kulkarni, Vidya Nagar, Nashik- 422005

"Higher Education for All"



prinhptryknsk@rediffmail.com ☎ 0253-2572153 www.hptrykcollege.com

Permanently Affiliated to Savitribai Phule Pune University (ID No.: PU/NS/AS/001(1924)

NAAC Re-Accredited: 'A' Grade, ISO 9001:2015 Certified College, Best College award by SPPU 2019-20

Annexure-4

Date:

To,
HR Manager,

Subject: Students Reliving letter for students On job training / Internship

Respected Sir/Madam,

As per above mentioned subject your letter/e-mail dated_____ received. In your esteemed company/Laboratory following students will undertake industrial training/on job training/internship with your permission and under your guidance and observation. Details of Students are attached separately for your ready reference.

Industrial training / on job training / internship (*Govt. GR: ऐन ई पी -२०२४/प्र. क्र. ११ / वी सि ३*) - 3) is a part of University UG / PG curriculum, so following guidelines have been decided. You are requested to follow the guidelines.

- Prepare timetable for industrial training/on job training/internship and sent one copy to us.
- Intern should note and report daily work of internship.
- You are requested to check daily report of intern.
- It is mandatory to keep daily attendance. During internship instruct interns about daily working hours.

After completion of industrial training/on job training/internship you are requested to submit report of individual interns work in sealed envelope with signature of supervisor. This industrial training/on job training/internship at your center will help our interns to develop practical skills and increase knowledge about subject.

Interns will follow rules and regulation of your company/laboratory. They will follow discipline during training period. Intern will submit date wise report to supervisor.

We are thankful for your help.

Yours Sincerely,

Internship Coordinator

Principal



For all related information and letters format mentioned above.

Attached: List of students