

Date: / / 2023

To,
The Principal,
FC.RIT, Vashi, Navi Mumbai.

Subject: Application for the letter of Internship Permission.

Respected Sir,

I, **Mr. /Ms.** _____ **Roll No.** _____ ,

Student of _____ **Branch** _____ **semester** in FCRIT, wish to apply for an internship at
The _____ **company**.

The **duration** of said internship is **from** _____ **to** _____. A letter required as a part
of the application process.

The letter has to be addressed to,

Employee Details:

Name: Mr./Ms./Mrs.

Designation:

Email id (If Any):

Address:

Kindly process me with the letter for the same.

Thanking you,

Yours Truly,

Name:

Contact No.:

Sign. :

15th April, 2023

Guidelines for the Internship Application to the Institute

1. **Internship Application** format given in Download section of the college website (<https://www.fcrit.ac.in/downloads>), your application should have all relevant details such as date, duration, person details address, etc.
2. Please add the internship application format content in mail and send the internship application mail to HOD and keep tpo@fcrit.ac.in as in CC, you must take prior permission from HOD then only the placement cell proceeds with that letter and also mention your WhatsApp number in the mail.
3. One week duration is mandatory for internship letter preparation.
4. Depending upon placement activities scheduled and previous response to placement activities approval will be given from the placement cell.
5. As Institute is affiliated with Mumbai University, Internship is permitted only after their final examination generally.
6. For summer/ winter internship, (For 2nd, 3rd Current Year) Permission is also based on the assumption of university examination timetable. If not completed, then the next day of exam completion will be applicable as the date of commencement of the student internship. Internship permitted till commencement of classes for next Sem.
7. You can apply for multiple company's internship at a time. If you require one letter of multiple students for same company then please specify it at the time of application submission.
8. Please collect your internship permission letter from Placement Cell after giving application letter else your next sem internship permission will be rejected.
9. Please read & confirm the internship application form details twice, it will save your and your placement cell's precious time.
10. **75% placement training attendance is mandatory.**
11. We will inform winter internship details later on.

Final year student who are unplaced and may opting /applied for higher CTC drives should not plan for internship, they should be available for company drives as and when scheduled in any mode (online/offline)

Dr. Mahendra Rane
Training & Placement Officer