



# Government College of Engineering, Nagpur

(NAAC Accredited Institute Grade : B++ with CGPA 2.93)

Sector 27, Mihan Rehabilitation Colony, Khapri, Wardha Road Nagpur-441108

E-mail : dean.iii@gcoen.ac.in

Website : [www.gcoen.ac.in](http://www.gcoen.ac.in)



Contact No.9822797046 ( Dean III & P), 9881771900 ( Civil), 9420561338 (Mech.) 8956022197 (CSE) 9657477104 ( ENTIC), 7972477836 ( Electrical )

“To be an Institute of National Repute Creating Globally Competent Technocrats to Serve the Society”

## (Industry Institute Interaction & Placement Cell)

GCONE/III & P/2025/

Date

### Student internship program application format

Complete and submit to the ACR/Internship Program Coordinator. Type or write clearly

1.Student Name:			
2.Current Address			
3.Residence Address			
4.Email id			
5.Mobile Nos.			
6.Overall GPA			
7.Mode of Internship			
8.Internship Preferences			
	Location	Core Area	Company/ Institute
Preference-1			
Preference-2			
Preference-3			
I confirm that I agree with the terms, conditions, and requirements of the Internship Program			
Student Signature: _____ Date _____			
I confirm 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 guide/supervisor.			
Sign of Departmental Internship Coordinator			Date



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### Format for request letter from institute to internship provider

To,

.....  
.....  
.....

Subject: Request for \_\_\_\_ weeks industrial training of B.E/B.Tech.in \_\_\_\_\_ Engineering,

Dear Sir/Madam,

Government College of Engineering, Nagpur (GCOEN) is newly established Government institution in the state of Maharashtra, with the aim to impart quality technical education, in order to create globally competent technocrats to serve society and contribute in the progress of nation. The institute is approved by All India Society of Technical Education (AICTE), New Delhi and affiliated to Rashtrasant Tukadoji Maharaj Nagpur University (RTMNU), Nagpur.

You may be aware that AICTE has made internship mandatory for all technical education students.

In view of the above, I request your good self to allow our following (no.ofstudents)students for practical raining in your esteemed organization. Kindly accord your permission and give at least one-week time for students to join training after confirmation.

**You can contact dean III & P/any T &P faculty co-ordinator either on email or telephonically, contact details are provided in letter head.**

Sr.No.	Name	Roll No.	Year	Discipline

If vacancies exist, kindly do plan for Campus/Off Campus Interview for \_\_\_\_\_ batch passing out students in above branches.

A line of confirmation will be highly appreciated.

With warm regards,

Yours sincerely,

Dean III & Placement

- Copy to: 1) HOD ME GCOE, Nagpur  
2) Concerned Guide through Head of Dept.....  
3) Concerned Students, .....Engg. Department, GCOE Nagpur



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### Student Relieving Letter Format

To,

.....  
.....

Dear Sir/Madam,

Kindly refer your letter/e-mail dated..... On the above cited subject. As permitted by your good self the following students will undergo Industrial Internship in your esteemed organization under your sole guidance & directions:

Sr.No.	Name of Student	Branch

This training being an essential part of the curriculum, the following guidelines have been prescribed in the curriculum for the training. You are therefore, requested to please issue following guidelines to the concerned manager/Industrial Supervisor.

1. Internship schedule may be prepared and a copy of the same may be sent to us.
2. Each student is required to prepare Internship diary and report.
3. Kindly check the Internship diary of the student daily.
4. Issue instruction regarding working hours during training and maintenance of the attendance record.

Further, you are requested to evaluate the student's performance on the basis of grading i.e. Excellent, Very Good, Satisfactory and Non Satisfactory on the below mentioned factors. The performance report may please be forwarded to the undersigned on completion of training in sealed envelope.

Sr.No.	Name of Student	Evaluation Ranking
1	Attendance and general behavior	
2	Relation with workers and supervisors	
3	Initiative and efforts in learning	
4	Knowledge and skills improvement	
5	Contribution to the organization	

Your efforts in this regard will positively enhance knowledge and practical skills of the students, your cooperation will be highly appreciated and we shall feel obliged.

The students will abide by the rules and regulation of the organization and will maintain a proper discipline with keen interest during their Internship. The students will report to you on date ..... along with a copy of this letter.

Yours sincerely,

Dean III & Placement

**Student Joining Letter Format**

To,

The Dean (III & Placement),  
Government College of Engineering,  
Nagpur.

Subject: Internship joining report.

With reference to acceptance of internship by (Name of the industry/organization) through letter/email dated, I hereby pleased to communicate you that I have joined as Internee on \_\_\_\_\_ .Initially I have been posted in \_\_\_\_\_ department. During this Internship, my contact number will be \_\_\_\_\_ and email id will be \_\_\_\_\_ . Moreover, I will be forwarding fortnightly report stating my periodical learning and experiences.

Thanking you,

Regards

(Name of the student with sign)

**For Immediate Supervisor**

The above mentioned student of your institute has joined our organization as per information provided above.

Authorized Signature

Name:

Contact No.

**Student Daily Diary (Log) Recording Format**

Day-1		Date:	
Time of arrival		Time of departure	Remarks
Depart./Division		Name of finished job	
Name of HOD/ Supervisor With e-mail id			
Main points of the day			

**Signature of Industry Supervisor**