



Estd. – 2009
A Government Engineering College
E-mail – pmecinternship@pmec.ac.in
Website – www.pmec.ac.in

PARALA MAHARAJA ENGINEERING COLLEGE

(An Autonomous college affiliated to BijuPatnaik University of Technology, Odisha, Rourkela)

SITALAPALLI (BERHAMPUR), DIST: GANJAM, PIN – 761003

No. PMEC/Estt../45211

Date:- 29/09/2026

NOTICE

This is to notify all B.Tech. students (1st, 2nd, 3rd, and 4th Year) of this institute regarding the standard procedure for undertaking internships (compulsory/optional). Students are advised to read the instructions carefully and ensure strict compliance.

1. Students intended to undertake internship need to apply through the proper channel by filling and submitting **Annexure-A** for obtaining permission from the **Head of Department (HOD) and Dean, SRIC**.
2. The credentials, credibility and official status of the company/industry/organization where the student may undergo internship (if get selected) must be verified and approved both by the corresponding HoD and Dean SRIC.
3. A student can apply to a maximum of five different companies/organizations for internship opportunities.
4. Once the offer/application is approved, the student has to submit the same at training and placement office to obtain final authorization and signature in recommendation form (**Annexure-B**).
5. Submit a copy of your original Internship Completion Certificate to the T&P Cell after successful completion of the event within 15 days from the last date of internship.
6. Get the certificate **verified, stamped, and signed by the undersigned**.
7. Submit the final stamped copy of the certificate along with your training report to your respective **Department** for evaluation and academic credit.

Dean, SRIC

PMEC, Berhampur

Encl: (a) Annexure-A

(b) Annexure-B

memo no - 4522

Copy to:

1. Principal, PMEC for information
2. All Deans, PMEC, Berhampur
3. All HoDs for circulation among their students
4. Institute Website
5. All HoR Notice Boards

Dean, SRIC

PMEC, Berhampur



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Date: ____ / ____ / ____

To
Head Of the Department
Department of _____
Subject: Application for Permission to Undertake Internship

Respected Sir/Madam,

I, _____, a student of
_____ (Course/Programme &
Semester), respectfully request permission to undertake an internship at
_____ for a period from _____ (date) to
_____ (date).

I hereby solemnly undertake the following:

- I shall strictly adhere to all the rules, regulations, discipline, safety norms, and working hours prescribed by the College and the concerned organization during the entire internship period.
- I shall conduct myself in a responsible, ethical, and professional manner and maintain proper discipline throughout the internship.
- I clearly understand that the College and the organization shall not be held responsible for any accident, injury, loss, or damage occurring during the internship period, and I shall be solely responsible for my actions.
- I shall not claim any stipend, remuneration, or financial compensation from the College authorities for undertaking the internship.
- I shall submit the internship report, duly maintained logbook, and completion certificate (for a minimum of 120 hours) within fifteen days of the successful completion of the internship.
- I further understand that in the event of any violation of rules, regulations, or misconduct, the College reserves the right to terminate my internship at any stage without prior notice.
- In case internship period overlaps the period during which physical classes get conducted, I shall withdraw myself from the training or attend online mode without hampering normal classes.

Yours sincerely,

Name: _____
Registration Number: _____
Contact Number: _____

Recommendation of the Department

I have examined the relevance of the proposed internship of the above-mentioned student and find it relevant to his/her academic programme.

(Full Signature of the Student)

(Signature of the HOD)

(Signature of Dean, SRIC)



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No. PMEC/T&P/ /2026-27

Date:-

From

Dr. Dinesh Kumar Dash

Dean, Sponsored Research & Industrial Consultancy (SRIC)

To

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Subject: - Request to allow for Internship Training for year student of this college.

Sir/Madam,

Greetings from PMEC, Berhampur.

With reference to the above cited subject, I am to state that as part of the curriculum of year students, Internship Training for days is mandatory and so as to provide with them the real insight of working procedure of an esteemed organization such as yours and to fulfill the curriculum demand, we request you the Internship Training.

Kindly accord permission for Internship Training in your esteemed organization to the following student of Engineering of this college for a period of days (from to) as per your convenience.

Your kind coordination in this regard will not only help the cause of education but will also strengthen the youth of the nation.

Thanking You,

Yours faithfully,

Dean, SRIC
PMEC, Brahmapur

Details of the Student(s):

Name of the Student..... Contact No.

Registration No..... Mail ID.....