

College/Institute Letterhead

Format of original letter from university/colleges in support of the intern/student undergoing training at NCL.

Alert: If the student is appearing for B.Tech/ M.Tech/MSc/BS-MS/BE Engg., final year, they should provide the previous semester's mark sheet.

The following details are compulsory in the original letter from the intern

1. The letter must be printed on the official letterhead of the institute/university/organization.
2. The letter should clearly state the academic year and roll number.
3. The letter should specify the internship duration in months, including the start and end dates.
4. The name of the student must be mentioned.
5. The student's current degree and semester for training should be clearly stated.
6. The provided letter format is a guideline that must be enclosed when admitting the student to the internship program at CSIR-NCL, Pune.

For convenience, you may kindly get the below letter printed on the letter head of your college / university with stamp.

College/Institute Letterhead

Date: _____

To

The Director

CSIR-National Chemical Laboratory, Pune

Subject: Summer Trainee/Project for MSc/Btech/Mtech Student.

Dear Sir,

This is to certify that Ms./Mr. _____ is currently a [1st / 2nd / 3rd / 4th / 5th / 6th / 7th / final year] BTech/MTech/MSc/BS-MS/BE Engineering student registered at [University/College/Institute Name], [City/State] for the academic year _____ (e.g., 2024-2025), with roll number _____. The student is currently in the [Current Semester] semester.

As part of their curriculum, students are required to gain experience in state-of-the-art laboratories across India. For the academic year _____, Ms/Mr _____ is interested in undertaking summer training at your organization. Please note that this training is non-stipend.

We kindly request you to permit Ms/Mr _____ to undertake summer training for approximately [Number of Months] months, tentatively from [Start Month] to [End Month], [Year]. This experience will significantly enhance their knowledge and contribute to their future endeavours. The student will adhere to all rules and regulations during their training at your institute/organization.

Thanking you,

(Signature)

Prof./Incharge _____

Designation _____