

APPLICATION FORM

(For Students Applying for Internship)

To,
The Principal,
St. Xavier's College Jaipur

I _____ (Student's name) _____
_____ (Father's name) Class _____ Semester _____
_____ want to join the internship for the period of minimum 120 hours at the below-mentioned
institute:

_____ (Name of the host institute
where internship is to be done)

Address: _____

I, hereby declare that:

1. I am voluntarily applying for and undertaking the internship at _____
_____ (Name of Institute/Organization) under the
conditions, rules, and guidelines prescribed by the respective internship-providing
institute/organization.
2. I have carefully read and understood all the rules and regulations related to the internship issued
by the College and my Supervisor. I agree to fully comply with all these guidelines throughout
the internship period.
3. I understand that any failure to follow the rules, instructions, or protocols may result in
disciplinary action, and I shall be solely responsible for the consequences.
4. I further acknowledge that my assigned Supervisor holds exclusive rights to cancel, hold, or
reject my internship at any stage if I am found violating any rule, providing incorrect
information, or showing misconduct during the internship process.
5. I fully understand and agree that during the internship, all responsibilities related to my safety,
travel, conduct, and personal well-being lie solely with me.

(Appendix-I)

6. I declare that the College, Department, Faculty Members, and Supervisor shall not be held responsible for any accident, loss, injury, or mishappening occurring during the internship or while travelling to/from the internship location.
7. I further affirm that no claims, legal or otherwise, shall be made by me or my family against the College/University, Department, Faculty Members, or Supervisor for any such unfortunate incident.

I hereby sign this declaration with full awareness, without any pressure, and in acceptance of all conditions mentioned above.

Kindly permit me to join the internship as mentioned above. I will proceed for an internship only after obtaining the approval from the competent authority of the college.

Date: _____

Place: _____

Signature of Student: _____

Name of Student: _____

Class & Sec: _____

Contact Number: _____



St. Xavier's College Jaipur
Affiliated to University of Rajasthan, Jaipur
Accredited with A Grade by NAAC (First Cycle, 2025)
An ISO 14001:2015 Certified Institution



RESEARCH AND DEVELOPMENT CELL (RDC)

To,

Date:

Subject: Letter of Recommendation for Internship

Respected Sir/Madam,

I am writing to recommend Ms./Mr. _____,
an undergraduate student of _____ (Course & Year) from St. Xavier's
College Jaipur, who intends to apply for Internship programme minimum 120 hours at your
esteemed institute.

I therefore recommend him/her for the internship programme at your institute.
Kindly consider his/her application for the same.

After the student completes the internship, you are requested to issue a certificate
of Internship as per the enclosed performa. The certificate should include details such as the
student's name, the father's name, the programme & semester, the roll number, and the
internship course, and must also be verifiable via a QR Code link (Active/not static) available
on your institute's website.

Thanking you,

Yours sincerely,

Coordinator, Research & Development Cell

(Internship Supervisor)

(Nodal Officer)

Name and Designation:

St. Xavier's College Jaipur

"To create men and women for others"

(Issued by the concerned Internship Institute on letterhead)

Certificate of Internship

This is to certify that Ms./Mr. _____ S/o/D/o
_____, a student of _____ Course, Semester
_____ Roll No. _____ at St. Xavier's College, Jaipur, has successfully completed
the compulsory internship of a minimum of 120 hours during the academic year
_____, in partial fulfilment of the requirements of the NEP 2020
Undergraduate Curriculum.

The internship was carried out at _____
(Organization/Institute) from _____ to _____. During the internship period, the
student was assigned duties and responsibilities relevant to the objectives of the internship and
demonstrated sincerity, discipline, and satisfactory performance.

Scan QR Code

for verification link

(Static QR Code will not be accepted)

(SIGNING AUTHORITY)

Signature with Seal

(may be more than one)