

Rajiv Gandhi University of Knowledge Technologies

Nuzvid, Andhra Pradesh, India-521202

Career development and Placement Cell (CDPC)
&
Examination Cell

Attention all E3-Students

Important instructions to all E3 students regarding Summer Internship program

Phases to follow while going and during summer internship program:

Phase – I: Approval from the department side (This you have to finish before you leave the campus for internship)

1. No Objection Certificate (Internship Annexure 3) (Student should get the signature with HOD/DPN and carry along with him/her to internship)
2. Student Application format (Internship Annexure-1) (Should be submitted to HOD/DPN)
3. Undertaking form (Internship Annexure 2) (Should be submitted to HOD/DPN)

Please download the above forms from the below link (Forms to be submitted before leaving the campus to Short Term Internships)

<http://rguktn.ac.in/cdpc/#downloads>

Phase –II: Internship Registration

Step-1: Company details filling

In this step, you have to fill the company/organization details before a deadline. You will receive an acknowledgement mail. The DPN of your department will approve the same. Then you have to move to step-2.

Step-2: Guide/Supervisor details filling

In this step, you have to fill your supervisor/guide details. An on-line assessment form will be sent to your supervisor and a follow-up mail to the you too. You have to follow-up with your guide to submit the assessment before you finish the internship program. Once the guide submitted the internship assessment form, you will also receive a confirmation mail.

Note: The registration for internship will be confirmed after finishing the step-1, 2 fully. Otherwise your internship registration is incomplete.

Follow the below link for step-1, 2:

<http://intranet.rguktn.ac.in/SMS/> or <http://117.254.89.170/SMS/>

After login use internships link in side menu bar

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Very important: By any chance, if you or your supervisor did not receive the acknowledgement for successful submission of the on-line assessment, please ask your guide to fill the hard copy (download from below link) and put it in the sealed cover and send it the HOD (by post/email(scanned copy)).

Please download the hardcopy of the assessment form the below link (Forms to be submitted before coming to the campus from Short Term Internships for completing examination work)

<http://rguktn.ac.in/cdpc/#downloads>

Phase -III: Submission of relieving certificate

The Student should bring a relieving certificate from company/organization along with him/her and submit the same to concerned HOD office.

Please download the relieving form from the below link (Forms to be submitted before coming to the campus from Short Term Internships for completing examination work)

<http://rguktn.ac.in/cdpc/#downloads>

Sd/-

Faculty In-charge (CDPC)

Controller of Examinations