



# डॉ० ए०पी०जे० अब्दुल कलाम प्राविधिक विश्वविद्यालय

## DR. A.P.J. ABDUL KALAM TECHNICAL UNIVERSITY

(Formerly UP Technical University)

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Date:31 January, 2019

To

Directors/Principals

Colleges affiliated/associated to Dr. APJ Abdul Kalam Technical University  
Lucknow, Uttar Pradesh

**Subject: Regarding early joining for B.Tech final year students**

Dear Directors/Principals

The students are facing a genuine challenge of missing good opportunities of gaining industry exposure because of the constraint of joining the company before they complete the academic requirements. Keeping students' challenge and in order to leveraging such opportunities of internship and career building, the students should be considered to join a company only in the last semester of final year of degree program.

This, however, is to be carefully reviewed by the respective college director, strictly, on a case to case basis with due approval to judiciously allow only after, prudently considering the benefits and necessity of joining a company (refer attached guidelines). The college directors also need to ensure that the course work is completed by the student in fast track mode in such cases.

Your sincerely

(Prof. Vinay Kumar Pathak)

Vice-Chancellor

Copy to:

1. Registrar, AKTU Lucknow
2. Finance Officer, AKTU Lucknow
3. Controller of Examination, AKTU Lucknow
4. Dean (UG, PG, SW)
5. Director, UIIC, AKTU Lucknow
6. System Manager, AKTU Lucknow
7. Media Prabhari, AKTU Lucknow
8. PRO, AKTU Lucknow
9. Staff Officer, Hon'ble Vice Chancellor for kind information

## GUIDELINES

### **Before accepting and authorizing the student to join the company:**

- 1) Original offer letter to be provided by the student.
- 2) Verify that the offer is for the role of an intern or a trainee.
- 3) Offer Letter to be reviewed and verified carefully by the Director/ Principal of the college
- 4) Student to give consent/ permission letter from parents (duly signed)
- 5) Student to give consent/ permission letter from parents (duly signed) for staying outside college/ hostel (if applicable)
- 6) Communicate in writing to the company, including clear terms and conditions such as below:
  - a. Weekly/Fortnightly/Monthly attendance of the student to be provided by the company from official id of the company or official letter head from the concerned department of the company.
  - b. Student must submit a report about the project he/she is working on (in compliance with the company policies).
  - c. Faculty Mentor must take a review from company on monthly basis and must keep record.
  - d. Agreement/ confirmation of granting leave for any examinations, practical and project presentations.
  - e. Academic Calendar to be shared with the company.
- 7) College to provide NOC with due approval of university.
- 8) The Director of the college must ensure proper monitoring and record keeping of all above during the period of work in time bound manner, as, the same, can be audited, if desired.