



THIAGARAJAR COLLEGE OF ENGINEERING, MADURAI 625 015
REQUISITION FOR THE STUDENTS VIRTUAL INTERN / VISIT IN
HIGHER LEARNING INSTITUTE / R&D LABS

1	Department	
2	Name of the Student(s) & Reg.No(s)	
3	UG/PG Branch & Semester	
4	Email Id and Ph No. of the Student(s)	
5	Name & Affiliation Details of the Academic Expert in the hosting institute with Contact Ph No & Email ID.	
6	Area of Specialization	
7	Tentative Dates of intern/visit & No. of Days / Weeks	
8	Objective of the Visit / Intern	
9	Expected Outcome of the visit or Intern (Mark 'Y' / 'N')	Knowledge upgradation /Higher Studies : Mentoring for Students' project : Joint research publications : Joint research proposals : Any other activity (Pl specify) :
10	Faculty Mentor at TCE	
11	Have you undergone any such Visit/Intern previously? ('Y' / 'N') If yes, then provide brief detail.	

Declaration by Students

I/We hereby declare that I/we will strictly abide by the rules and regulations of our college and the hosting institution during the period of intern/visit.

Signature of the Students (with Date):

Remarks by Department

Whether the approval letter/mail for Intern / visit from Higher learning institute/R&D Labs is enclosed? YES / NO

Whether the students have satisfied our college attendance requirements and are found eligible for this intern/visit as per the norms of our college and the hosting institution? YES / NO

**Dept faculty Coordinator
(with Date)**

**Head of the Dept
(with Date)**

PRINCIPAL

Note:

- Students have to meet the TA/DA and Boarding & Lodging charges on their own. Our college will not be responsible for any expenditure that arises out of the students' intern/visit.
- Students have to submit a separate letter to the HOD through the Tutor to avail ON-DUTY. This has to be completed 1 week before the commencement of the actual dates of intern/visit. For long-term intern/visit, the request letter from the students has to be placed by the HOD through Dean (Academic) before the Standing Committee for On-Duty Approval.

- After the students visit /internship, Dept Faculty Coordinator is requested to forward a copy of the report on the students' intern/visit to the CLC, Academic Collaborations Team.