



# Pondicherry Engineering College, Puducherry - 605014

(An Autonomous Institution of Government of Puducherry affiliated to Pondicherry University)

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PEC/Autonomous/Principal/

Date:

## Reporting Order

To:

Dear Sir/Madam,

Sub: Issue of *Reporting Order* to the student for the purpose of carrying out the Project Work / Internship in your Organization – Reg.

We thank you for providing an opportunity to our student (*details given below*) for carrying out the Project Work / Internship in your organization.

Name :  
 Enrollment Number :  
 Programme :  
 Branch :

The student is relieved from the college on \_\_\_\_\_ to report at your organization for this purpose. The student will be carrying out the project work in your organization for a period of four months and report back before the last working day of the semester. You are requested to monitor his/her regularity during this period.

The organization shall permit the student to appear for *Project Progress Review Meetings* scheduled by the college during the course of the project work. The progress of the project work shall be jointly monitored by a guide from the college and a guide from the industry. The performance of the student will be assessed for 100 marks by the industry guide. At the end of the project, the student will submit the work carried out in the industry in the form of a project report duly certified by the industry guide.

You are also requested to provide the following details to the college:

- i) Title and a brief write up about the Project Work (*within two weeks*)
- ii) Name of the Project Guide from the organization (*within two weeks*)
- iii) Attendance Report (*at the end of the project tenure*)
- iv) Assessment Report (*at the end of the project tenure*)
- v) Project Completion Certificate (*at the end of the project tenure*)

**Principal**