



Shri Vile Parle Kelvani Mandal's
Mithibai College of Arts, Chauhan Institute of Science and
Amrutben Jivanlal College of Commerce and Economics



Empowered Autonomous - Affiliated to University of Mumbai

NAAC Accredited A⁺⁺ Grade, CGPA: 3.55 (November 2024)

Best College (2016-17), University of Mumbai

Date: 06/03/2026

To,

ICMR - NIRRH

Subject: Summer internship /On Job training for students of Mithibai College.

Respected Sir/Madam,

The students of S.Y./T.Y.B.Sc/M.Sc Biotechnology would like to apply for a summer internship /On Job training in your esteemed institute for the duration in the month of _____.

The ~~S.Y./T.Y.B.Sc~~ M.Sc students that wish to participate are:

- 1) Rutuja Panchal
- 2) _____
- 3) _____
- 4) _____
- 5) _____

This training is an essential part of the curriculum as per NEP, the following guidelines have been prescribed for the **on- job training / internship** of minimum duration of 120 hours.

- Internship schedule may be prepared and each student is required to prepare Internship diary and report.
- Internship diary of the student daily needs to be maintained as per format.
- Attendance log/working hours during training needs to be maintained and certified by the supervising mentor
- Completion certificate for the duration of training needs to be issued.
- You are requested to evaluate the student's performance on the basis of grading rubric that will be shared by the college.

You are therefore, requested to issue the required documents on the **Organization Letterhead duly certified and signed by the supervising mentor** on completion of the training period.

Looking forward to a positive response.

Thanking you.

Yours sincerely

(Dr. Shubhada Walvekar)

Head

Department of Biotechnology