



SAGE University, Bhopal

Standard Operating Procedure



Internship and Placement NOC

Name of Approving
Authority:
Signature:
Date:

Vice Chancellor

28/02/2023

SOP No.: 42

Page No.: 1 of 5

Revision No.: _____

Date: _____

1. Background

Internship is a learning experience in any organization under the supervision of senior professionals that helps students to gain meaningful practical work experience in the field of career interest. An internship gives the opportunity for career development, and to learn new advanced skills. It also provides opportunity for employer to develop and train new talent and build a database of future full-time employees.

Student going for internship/On the Job Training/ Pre-Joining needs a NO Objection Certificate from the University.

2. Process of getting NOC

Following is the process of getting a No Objection Certificate from the University

- Student seeking NOC for internship/On the Job Training/ Pre-Joining is required to fill the form **(Annexure 1)** and submit to CRC department along with the offer letter/email or any other relevant document, for verification and recommendation.
- After verification, application form with recommendation by CRC will be sent to HOS/Dean of concerned School for approval.
- Approved/ Rejected form by HOS/Dean to be submitted to CRC, within 24 hrs. HOS will send the application back to CRC for the issue of NOC (if approved by HOS).
- NOC will be released by CRC within three working days from the date of application submitted by student to CRC.
- A copy of the NOC issued to the students will also be sent to the concerned HOS/ Dean by CRC.
- Any of the following formats **(Annexure-2a/2b/2c)** may be issued as NOC on the letterhead (color) of the University.



SAGE UNIVERSITY, BHOPAL

Katara Extension, Sahara Bypass Road, Bhopal (MP) 0755-6614400

Date:

To

Head CRC

SAGE University, Bhopal

Subject: No Objection Certificate for Internship/On the Job Training/ Pre-Joining

Respected Sir,

I _____, studying in _____ semester of _____ (program) at _____ (School).

I am writing this letter to request permission for the Internship/On the Job Training/ Pre-Joining from _____ to _____. I have recently been selected in _____ (Name of the Organization). I have to join as _____ (designation) from _____ (date) at _____ (location). I request you to consider my case and grant me permission for the same.

Look forward to your kind consideration.

Yours Sincerely

Signature of the student with date

Name: _____

Enrollment no. _____

Date: _____

Place: _____

Attachments:

1. Offer letter/Email from organization

For the Summer/ Winter Internship as a part of Curriculum (credit course) to be done at the end of a semester

No Objection Certificate

To

Date: .../.../

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Summer/ Winter Internship

Dear Sir/Madam

Mr/Ms. a student of _____ semester of _____ (Program) studying at SAGE University, Bhopal (Madhya Pradesh). He/She wishes to attend internship in your organization. The Training & Placement Cell has no objection if he/she undergoes a summer/winter internship at your organization during the period from to You are requested to allot a mentor/supervisor at your esteemed organization under whom he/she will undergo the Internship and prepare a report.

With Best Regards,

Training & Placement Officer

CC:

1. Concerned HOS
2. Student file

Field Work/OJT/Training as a part of Curriculum (credit course) to be done during the semester

No Objection Certificate

To

Date: .../.../

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Field Work/OJT/Training

Respected Sir,

Mr/Ms. a student of _____ semester
_____ (Program) studying at SAGE University, Bhopal (Madhya Pradesh) is
keen to undertake Field Work/OJT/Training at your esteemed organization for a period of
_____ weeks during this semester from _____ to _____. The Training
& Placement Cell has no objection if he/she undergoes this Field Work/OJT/Training. You are
requested to allot a mentor/supervisor at your esteemed organization under whom he/she
will undergo the Field Work/OJT/Training and prepare a report.

With Best Regards,

Training & Placement Officer

CC:

1. Concerned HOS
2. Student file

Project Work/ Pre-Joining during the semester (preferably last semester)

No Objection Certificate

To

Date: .../.../

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.....

Project Work/ Pre-Joining

Respected Sir,

Mr/Ms. a student of _____ semester of _____
(Program) studying at SAGE University, Bhopal (Madhya Pradesh) is selected by your esteemed organization as _____ (designation). He/ She is interested in joining your organization from to _____. The Training & Placement Cell has no objection in his/her joining at your organization. As a part of curriculum he/she has to complete Project Work, hence you are requested to allot a mentor under whom Project report will be completed

With Best Regards,

Training & Placement Officer

CC:

1. Concerned HOS
2. Student file