KARNATAKA DIPLOMA INTERNSHIP & PSU APPLICATION MASTER HANDBOOK

Verified Offline/HRD Procedures for PSUs (HAL, BEL, BHEL, BEML, KPTCL, BMRCL, CMTI, MRPL) • 9-Point Checklist • Multi-Stage HR & Follow-Up Scripts

SECTION 1: WHY PSU WEBSITES DON'T SHOW INTERNSHIP CONTACTS (READ THIS FIRST!)

Why Polytechnic Students Get Lost on PSU Websites — And How PSU Internships Actually Work:

• Why There Is No 'Internship Apply Link' on PSU Websites: When you open the websites of HAL, BEL, BHEL, BEML, KPTCL, or BMRCL and click 'Careers', you will ONLY see permanent job recruitment or 1-year post-diploma apprenticeships. PSUs DO NOT publish HR email IDs or online links for Semester Academic Implant Training / Project Work because student project training is managed OFFLINE at each unit's Training & Development (T&D) / HRD Centre via official college recommendation letters.

• TRACK A — Semester Mandatory Academic Internship / Project Work (Unpaid Learning Exposure): For current 5th/6th Sem DTE C-20 students. You must apply through an Official College Principal/HOD Request Letter (Template A2) submitted to the PSU's Training Institute / HRD Department.

• TRACK B — 1-Year Technician (Diploma) Apprenticeship (Paid Stipend as per Apprentices Act): For students who have passed all 6 semesters. Applied 100% online via the Govt of India NATS 2.0 Portal (https://nats.education.gov.in/) when PSUs release annual apprenticeship notifications.

SECTION 2: VERIFIED STEP-BY-STEP APPLICATION PROCEDURE FOR KARNATAKA PSUs & GOVT LABS

Use the verified Training Centre / HRD address and 'To' addressee below when preparing your College NOC (Template A2) and submitting your application:

1. HAL (Hindustan Aeronautics Limited) — Bengaluru

• **Eligible Branches:** Mechanical (20ME), ECE (20EC), EEE (20EE), CS (20CS), Mechatronics (20MT), Automobile (20AU)

• **Verified Training / HRD Office Address:** • Technical & Diploma Training Nodal Wing: HAL Technical Training Institute (TTI), Suranjan Das Road, Vimanapura Post, Bengaluru – 560017.

• Management & Executive Wing: HAL Management Academy (HMA), Doddanekundi Main Road, Marathahalli, Bengaluru – 560037.

• **Exact 'To' Addressee for Your College NOC (Template A2):** *"The Head / Chief Manager (Training), Technical Training Institute (TTI), Hindustan Aeronautics Limited (HAL), Suranjan Das Road, Vimanapura Post, Bengaluru – 560017."*

• **Application Window & Portal Info:** Apply 30–45 days before semester starts (Nov–Dec for Even Sem Project Work) | 1-Year Diploma Apprenticeship via NATS 2.0 walk-in drives at TTI.

- Step 1 (Understand HAL's Policy): HAL does NOT accept direct student email applications for semester project work or in-plant training. All academic project requests are processed offline through the Technical Training Institute (TTI) on Suranjan Das Road or respective HAL Division HR wings.
- Step 2 (Mandatory Photo-Attested College NOC): Obtain an official Request / No-Objection Letter from your Polytechnic Principal on college letterhead. CRITICAL HAL REQUIREMENT: The letter must include your passport-sized photograph affixed on the letterhead and duly attested/sealed across the photo by your College Principal, specifying your branch, exact project domain, and mandatory curriculum duration.
- Step 3 (Submission & Priority Quota): Wards/blood relatives of serving or retired HAL employees receive first priority, followed by official batches (3–4 students) from Government and Aided Polytechnics. Submit the physical application packet at the HAL TTI Reception Counter (Suranjan Das Road) on working weekdays (morning hours: 9:30 AM – 12:30 PM).
- Step 4 (Verification, Fee & Gate Pass): Once a division mentor is allotted, students must submit a Police Verification / Principal Character Certificate and pay the prescribed institutional project/training fee (if applicable for external non-employee students) at the designated HAL accounts counter to obtain a Temporary Security Gate Pass.

2. BEL (Bharat Electronics Limited) — Jalahalli, Bengaluru

• **Eligible Branches:** ECE (20EC), EEE (20EE), Computer Science (20CS), IS (20IS), Mechanical (20ME), Mechatronics (20MT)

• **Verified Training / HRD Office Address:** Centre for Learning & Development (CLD) [Hongirana CLD Building], Bharat Electronics Limited (BEL), Jalahalli Post, Outer Ring Road, Bengaluru – 560013 (Official Website: www.bel-india.in).

• **Exact 'To' Addressee for Your College NOC (Template A2):** *"The Manager / DGM (HR / CLD), Centre for Learning and Development (CLD), Bharat Electronics Limited, Jalahalli Post, Bengaluru – 560013."*

• **Application Window & Portal Info:** Nov–Jan (for Final-Year Project Work) | 1-Year Technician (Diploma) Apprenticeship notified on www.bel-india.in -> Careers -> NATS.

- Step 1 (High-Security Defence PSU Protocol): Because BEL is a Defence Navratna PSU, casual walk-in enquiries without official college documentation are restricted at the main factory gates. Applications must originate via an Official College Recommendation / NOC Letter signed by your Principal & HOD.
- Step 2 (Routing Your Application): Submit your Principal-signed NOC, 1st–5th Sem Marks Cards, and Resume through your Polytechnic Training & Placement Officer (TPO) OR through an internal BEL Engineer/Officer reference (mentioning their Employee No. and Division such as Radar, Military Communication, Naval Systems, D&E, or Central IT) to the CLD Office at Jalahalli.

‣ Step 3 (Gate Pass & Camera Prohibition): Once CLD approves your project slot (typically within 7–10 working days), submit 3 stamp-size photos at the BEL Security Pass Section. Note: Smartphones with cameras, pen drives, and laptops are strictly prohibited inside BEL production areas.

3. BHEL (Bharat Heavy Electricals Limited) — Bengaluru (EDN & SBD Units)

• **Eligible Branches:** EEE (20EE), ECE (20EC), Mechanical (20ME), Mechatronics (20MT), CS (20CS), Chemical (20CH)
• **Verified Training / HRD Office Address:** • Unit 1 — BHEL Electronics Division (EDN): HRD Department, Mysore Road (Next to Deepanjali Nagar Metro Station), Bengaluru – 560026 (Board: 080-26998xxx).
• Unit 2 — BHEL Solar Business Division (SBD): HRD Centre, Prof. C.N.R. Rao Circle, Malleswaram / IISc Post, Bengaluru – 560012 (Board: 080-22182xxx).
• **Exact 'To' Addressee for Your College NOC (Template A2):** *"The AGM / Head (HRD & Training), Bharat Heavy Electricals Limited, Electronics Division (EDN), Mysore Road, Bengaluru – 560026 [or BHEL-SBD, Malleswaram, Bengaluru – 560012]."*
• **Application Window & Portal Info:** Apply 3–4 weeks prior to training start date (Vocational training: 2–8 weeks; Major project work: subject to HRD slot approval).

‣ Step 1 (Select the Right BHEL Bengaluru Unit): Choose BHEL-EDN (Mysore Road) for Power Electronics, Traction Controls, PLC/SCADA, and Industrial Automation; choose BHEL-SBD (Malleswaram) for Solar PV Module Manufacturing, Cleanroom Operations, and Electrical Testing.

‣ Step 2 (Submit Official College NOC to HRD): Obtain a formal NOC/Request Letter from your Principal/TPO addressed to the AGM (HRD) of the chosen unit. Deliver the physical packet (NOC + Resume + Marks Cards + College ID copy) at the unit's HRD Inward Desk between 9:30 AM and 12:30 PM.

‣ Step 3 (Duration & Fee Note): BHEL's standard Vocational/In-Plant Training runs for 2 to 8 weeks (with a nominal weekly administrative training fee fixed by BHEL HRD), while longer project internships require specific departmental mentor consent. If allotted a 4–8 week vocational batch, combine it with your college capstone fabrication/documentation to fulfill your 16-week DTE C-20 logbook.

4. BEML Limited — Bengaluru (New Thippasandra), Mysuru & KGF Complexes

• **Eligible Branches:** Mechanical (20ME), Automobile (20AU), EEE (20EE), ECE (20EC), Mechatronics (20MT), Civil (20CE)
• **Verified Training / HRD Office Address:** • Bengaluru Complex (Rail & Metro Coach): HRD / Learning & Development (L&D) Dept, BEML Ltd, New Thippasandra Post, Bengaluru – 560075 (Corporate HQ: BEML Soudha, S.R. Nagar, Bengaluru – 560027).
• Mysuru Complex (Earthmovers/Engines): Belavadi Post, Mysuru – 570018.
• KGF Complex (Heavy Mining & Defence): BEML Nagar, Kolar Gold Fields – 563115.
• **Exact 'To' Addressee for Your College NOC (Template A2):** *"The Manager (HRD / Learning & Development), BEML Limited, [Bengaluru Complex, New Thippasandra – 560075 / Mysuru Complex – 570018 / KGF Complex – 563115]."*
• **Application Window & Portal Info:** Apply in Nov–Dec for Even Semester Project Work | Statutory Apprenticeships notified at www.bemlindia.in -> Careers.

‣ Step 1 (Group Application Preferred): BEML's Learning & Development (L&D) wing prefers project batches of 3 to 4 students from the same Polytechnic branch applying together on a single Principal recommendation letter.

‣ Step 2 (In-Person Submission at L&D / Training Gate): Submit your physical application file at the respective plant's HRD / Training Centre reception in the morning session (9:30 AM – 12:30 PM). Approval depends on shop-floor mentor capacity and security clearance.

‣ Step 3 (Safety Gear & Nominal Charges): Unpaid academic project trainees may be charged a nominal institutional processing fee by L&D and must wear mandatory Industrial Safety Shoes on the shop floor.

5. KPTCL & ESCOMs (BESCOM / MESCOM / HESCOM / GESCOM / CESCOM) — All Districts

• **Eligible Branches:** Electrical & Electronics (20EE), Electronics (20EC), Civil Engineering (20CE), CS/IT (DAS / IT Cell)
• **Verified Training / HRD Office Address:** • Institutional HRDC Route: KPTCL Human Resource Development Centre (HRDC), Mahadevapura / Whitefield OR Cauvery Bhavan, K.G. Road, Bengaluru – 560009.
• Local Divisional Route: Office of the Executive Engineer (Elec.), TL&SS (KPTCL) or O&M Division (BESCOM/MESCOM/HESCOM/GESCOM/CESCOM) in your district/taluk.
• **Exact 'To' Addressee for Your College NOC (Template A2):** *"The Executive Engineer (Elec.), TL&SS / O&M Division, KPTCL / BESCOM [or MESCOM/HESCOM/GESCOM/CESCOM], [Your City/Division] (OR The Director, HRDC, KPTCL, Bengaluru)."*
• **Application Window & Portal Info:** Best & Most Accessible Govt Utility Training for EEE & Civil Diploma Students (1–2 weeks approval timeline).

‣ Step 1 (Choose Local Divisional EE Office or HRDC): For studying 66kV/110kV/220kV Receiving Stations, Power Transformers, Relay Testing, and Distribution Automation Systems (DAS), get your College Principal's NOC addressed to your local KPTCL TL&SS Executive Engineer (EE) or BESCOM/ESCOM O&M Executive Engineer.

‣ Step 2 (Submit at Divisional Inward / Tappal Section): Submit the Principal-signed NOC, Student Cover Letter, College ID copy, and Marks Cards at the EE / AEE office inward desk and obtain an acknowledgement stamp on your photocopy.

‣ Step 3 (Substation / Division Allotment): Once approved by HRDC / the Executive Engineer, an official memo assigns your batch to an Assistant Executive Engineer (AEE) at a designated Substation or Transformer Repair Centre. (For 1-year paid post-diploma apprenticeships, apply online via NATS 2.0 when KPTCL/BESCOM notifications open).

6. BMRCL (Namma Metro) — Bangalore Metro Rail Corporation Limited

• **Eligible Branches:** Civil (20CE), EEE (20EE), ECE (20EC), Mechanical (20ME), Mechatronics (20MT), Architecture (20AR)
• **Verified Training / HRD Office Address:** • Mandatory Application & HR Approval Office: General Manager (HR), BMRCL Corporate Office, III Floor, BMTC Complex, K.H. Road, Shanthinagar, Bengaluru – 560027 (Phone: 080-22969300 / 22969301).

• Technical Training & Depot Facility: BMRCL Training Institute, Baiyappanahalli Depot, Old Madras Road (Near NGEF Stop), Bengaluru – 560038.
• **Exact 'To' Addressee for Your College NOC (Template A2):** *"The General Manager / Dy. General Manager (HR), Bangalore Metro Rail Corporation Limited (BMRCL), III Floor, BMTC Complex, K.H. Road, Shanthinagar, Bengaluru – 560027."*
• **Application Window & Portal Info:** Submit at Shanthinagar Corporate Office 3–4 weeks before semester begins (Official site: www.bmrc.co.in).

‣ Step 1 (Do NOT Go Directly to the Depot First): All student internship permissions at BMRCL are approved centrally by the HR Department at the Shanthinagar Corporate Office (3rd Floor, BMTC Complex). Do not go directly to Baiyappanahalli or Peenya Depot without a Shanthinagar HR allotment letter.

‣ Step 2 (Submit College Request at Shanthinagar Inward Desk): Submit your Principal-signed NOC specifying your preferred track — 'Civil Viaduct/Underground Construction & QA/QC' (for Civil/Arch) or 'Rolling Stock, Signalling, Telecom & Traction Substation Maintenance' (for EEE/ECE/Mech/MT) — at the 3rd Floor Reception Inward Desk in Shanthinagar.

‣ Step 3 (Fast-Track EPC Contractor Alternative for Civil Students): If BMRCL corporate slots are full, Civil Diploma students can take their College NOC directly to the Project Manager Site Office of BMRCL's active civil contractors (L&T Construction, Afcons, NCC, or ITD Cementation) along Outer Ring Road / Airport Line metro construction stretches for immediate site internship.

7. CMTI, GT&TC & CIPET — Verified Govt Technical Institutes & Portals

• **Eligible Branches:** Mechanical (20ME), Mechatronics (20MT), Automobile (20AU), ECE (20EC), EEE (20EE), CS/AIML, Polymer (20PT)
• **Verified Training / HRD Office Address:** • CMTI (Central Manufacturing Technology Institute): Tumkur Road, Yeshwanthpur, Bengaluru – 560022 | Portal: https://drishti.cmti.res.in/ | Official Emails: internship@cmti.res.in & training@cmti.res.in | Phone: +91-9449842678 / 9449842696.
• GT&TC (Govt Tool Room & Training Centre): Rajajinagar Industrial Estate, Bengaluru – 560010 (and 30 centres across Mysuru, Mangaluru, Hubballi, Belagavi, Kalaburagi, Hassan, Tumakuru).
• CIPET Mysuru: 437/A, Hebbal Industrial Area, Mysuru – 570016 (Official site: www.cipet.gov.in).
• **Exact 'To' Addressee for Your College NOC (Template A2):** *"The Head – Academic & Training Programmes, CMTI, Tumkur Road, Bengaluru – 560022 (OR The Principal, GT&TC [City] / The Director & Head, CIPET Mysuru)."*
• **Application Window & Portal Info:** Open ahead of every semester — High acceptance rate for Polytechnic Diploma batches!

‣ Step 1 (CMTI Online + Email Route): For CMTI Bengaluru, check active student internship/project programmes at https://drishti.cmti.res.in/ and email your College NOC & Resume to internship@cmti.res.in / training@cmti.res.in (or enquire at +91-9449842678).

‣ Step 2 (GT&TC & CIPET Direct Walk-In Route): Visit the Student Training Coordinator Desk at your nearest GT&TC campus or CIPET Mysuru with your College NOC and Aadhaar. Note: These institutes offer both Government-sponsored free skill schemes (where available) and structured fee-based 16-week C-20 industrial project batches (CNC, CAD/CAM, PLC/SCADA, Robotics, VLSI/IoT, Python, and Polymer Moulding/Testing) with complete DTE logbook & viva certification.

8. MRPL & MCF (Mangaluru) — Coastal Karnataka PSU Refinery & Petrochemical Plants

• **Eligible Branches:** Chemical (20CH), Polymer (20PT), Mechanical (20ME), EEE (20EE), ECE/Instrumentation (20EC), Civil (20CE)
• **Verified Training / HRD Office Address:** Training & Development / HR Department, Mangalore Refinery and Petrochemicals Limited (MRPL), Kuthethur Post, Via Katipalla, Mangaluru – 575030 (Official site: www.mrpl.co.in).
• **Exact 'To' Addressee for Your College NOC (Template A2):** *"The General Manager (HR / Training & Development), Mangalore Refinery and Petrochemicals Limited (MRPL), Kuthethur Post, Via Katipalla, Mangaluru – 575030."*
• **Application Window & Portal Info:** Apply 4–6 weeks in advance through your Polytechnic Placement Cell / HOD.

‣ Step 1 (Institutional Forwarding Mandatory): Because MRPL is a high-safety petroleum refinery, individual student walk-ins are not entertained. Your application must be officially forwarded by your Polytechnic HOD / Placement Cell to the General Manager (HR) at MRPL Kuthethur.

‣ Step 2 (1-Year Paid Apprenticeship Route): For passed-out Diploma holders seeking a 1-year paid Technician Apprenticeship at MRPL, apply online via https://nats.education.gov.in/ whenever MRPL publishes apprenticeship notifications under the 'Careers' tab on www.mrpl.co.in.

PRO-TIP FOR ALL PSU HRD SUBMISSIONS (THE MORNING WINDOW & 'INWARD STAMP' RULE):
1. Visit During Morning Hours (9:30 AM – 12:00 PM, Mon–Fri): PSU HRD & Training Reception counters generally accept student/college letters only in the pre-lunch session.
2. Apply in a College Batch of 3–4 Students: PSUs strongly prefer assigning 1 project mentor to a batch of 3–4 Diploma students from the same Polytechnic rather than single individual applications.
3. Always Take the 'Inward / Tappal Stamp': Carry an extra photocopy of your College NOC and Cover Letter. Ask the receiving clerk to put the Company Rubber Stamp + Date + Inward Number on your photocopy so you have an official reference number when following up.

SECTION 3: 9-POINT PHYSICAL FOLDER CHECKLIST BEFORE VISITING ANY PSU OR COMPANY

Arrange these 9 documents in exact order inside a clean transparent A4 button folder before visiting any PSU Training Gate or MSME HR office:

Document Name & Copies	Exact Specification & Why It Is Mandatory
1. Official College NOC / Request Letter (Original + 2 Xerox Copies)	Printed on official Polytechnic letterhead, signed by both HOD and Principal with the round college seal (use Template A2). For HAL, affix your passport photo on the letterhead and get it attested/sealed across the photo by the Principal. Always carry 2 photocopies and ask the PSU

	Inward/Tappal Clerk to stamp 'RECEIVED' with date on 1 photocopy as your tracking receipt.
2. Student Covering Application Letter (Signed Original)	A formal 1-page application letter written and signed by you (or your project batch of 3–4 students) addressed to the HRD/Training Head specifying your preferred training dates, branch, and technical area of interest (use Script 1 below).
3. Branch-Specific 1-Page DTE C-20 ATS Resume (2 Colour Prints)	Download your exact branch resume from the Advitiya Academy Internship Hub, fill in your 1st–5th sem aggregate percentage, C-20 lab skills, and 5th-sem mini-project, and print on clean white A4 paper.
4. SSLC (10th Std) + Diploma 1st to 4th/5th Sem Marks Cards (Self-Attested)	Attach clear photocopies of your SSLC Marks Card and all available Diploma semester marks cards. If the latest semester original card hasn't arrived, attach the BTE Karnataka provisional result printout attested by your HOD.
5. College ID Card Copy (Front & Back) + Original ID Around Neck	PSU CISF/Industrial Security guards will NOT allow you inside the reception gate without wearing your physical Polytechnic College ID Card on a lanyard.
6. Aadhaar Card Photocopy (Self-Attested)	Ensure your Aadhaar is linked to your active mobile number (required for security gate pass verification and NATS 2.0 e-KYC).
7. Four (4) Recent Passport-Size + Two (2) Stamp-Size Photographs	Wear a formal collared shirt, plain white or light-blue background. Write your Full Name, Polytechnic Name, and Register Number gently on the back of each photo (needed for PSU Security Gate Pass & NOC attestation).
8. NATS 2.0 16-Digit Student ID & AICTE Internship Profile Printout	Register at https://nats.education.gov.in/ and https://internship.aicte-india.org/. Attaching your NATS/AICTE registration printout proves to HR that you are a verified technical diploma student.
9. Parent Consent & Industrial Safety / Zero-Stipend Undertaking	PSUs like HAL, BEL, BHEL, BEML, and MRPL require a 1-paragraph declaration signed by you and your parent stating that you will wear safety PPE (safety shoes/helmet), maintain industrial confidentiality, and will not claim medical compensation or permanent employment during academic training.

SECTION 4: COPY-PASTE COMMUNICATION SCRIPTS & MULTI-STAGE FOLLOW-UP EMAILS

Use these ready-to-send templates for PSU physical cover letters, initial HR cold emails, Day-4 and Day-9 follow-up emails, post-visit thank-you notes, and WhatsApp follow-ups. Replace all bracketed [text] with your actual details before sending.

SCRIPT 1: Physical Cover Letter for PSU / KPTCL / BMRCL Inward Desk Submission

Print this letter, sign it, and staple it on TOP of your Principal's NOC Letter before submitting at the PSU HRD / Tappal Counter.

From:
[Your Full Name] (Reg. No: [Your BTE USN, e.g., 102CS24001])
Final-Year (6th Semester) Diploma in [Your Branch Name]
[Your Polytechnic College Name & City]
Mobile: +91 [Your 10-Digit Mobile Number] | Email: [Your Email ID]

Date: [DD/MM/YYYY]

To:
The [Head – TTI / Manager – CLD / AGM – HRD / General Manager – HR / Executive Engineer],
[Company Name — e.g., HAL Technical Training Institute / BEL CLD / BHEL-EDN / BMRCL Shanthinagar / KPTCL],
[Full Address of Training / HRD Office, City – PIN Code]

Subject: Request for Mandatory 6th-Semester Diploma Industrial Internship / Project Training ([Month 2027] to [Month 2027]) — Reg.

Respected Sir / Madam,

I am a bonafide Final-Year (6th Semester) Diploma student in [Your Branch Name] at [Your Polytechnic College Name], affiliated with the Department of Technical Education (DTE), Government of Karnataka. I have maintained an aggregate score of [XX.X%] across Semesters 1 to 5 without any backlogs.

As mandated by the DTE Karnataka C-20 Curriculum, all 6th-semester students are required to undergo hands-on Industrial Internship / Project Training from [Start Date] to [End Date]. I am writing to earnestly request an opportunity to complete my academic training at your esteemed

organization in the [mention 1–2 relevant departments, e.g., Production / CNC Shop / Testing & Quality / Substation Maintenance / Embedded & PCB Testing / IT Division].

I have enclosed the Official No-Objection Certificate (NOC) signed by our Principal and HOD, along with my 1-page technical resume, semester marks cards, and identity proofs. I assure you that I will strictly abide by all industrial safety norms, security protocols, and discipline of your organization, and I understand that this academic training carries no financial stipend or employment liability on the organization.

I kindly request your good office to grant me permission for this training and issue the necessary student entry gate pass.

Thanking you in anticipation,

Yours faithfully,

[Your Signature]
([Your Full Name])

Enclosures Attached:
1. Original College NOC / Bonafide Letter signed by Principal & HOD (with attested student photograph)
2. 1-Page Technical Resume & Semesters 1–5 Marks Card Copies
3. College ID Card Copy, Aadhaar Card Copy & 4 Passport Photographs

SCRIPT 2: Initial Cold Application Email to MSME / MNC / Core Company HR or CMTI

Use this email when applying to Peenya/Bommasandra/Mysuru/Hubballi manufacturing companies, CMTI (internship@cmti.res.in), IT firms, Civil contractors, or EV companies.

Subject: Application for 6th-Sem Diploma [Mechanical / EEE / ECE / CS / Civil] Intern (16 Weeks: Jan–April 2027) – [Your Name] | College NOC Ready

Dear [Hiring Manager Name / HR Team / Plant Manager],

Greetings! I am [Your Full Name], a Final-Year (6th Semester) Diploma student in [Your Branch Name] at [Your Polytechnic Name, City] with an aggregate score of [XX%] across my 1st to 5th semesters.

As part of our DTE Karnataka C-20 final semester, I am available for a full-time, 16-week hands-on Industrial Internship starting from [Start Date / Month] to [End Date / Month].

Through my C-20 integrated practical labs and 5th-semester pathway coursework, I have gained hands-on proficiency in:
• [Skill 1 — e.g., AutoCAD 2D/3D Drafting, GD&T & CNC Part Programming / Python, SQL & Full-Stack Web Dev]
• [Skill 2 — e.g., PLC Ladder Logic, Industrial Motor Control & Panel Wiring / Total Station Surveying & Estimation]
• [Skill 3 — e.g., Quality Inspection (Vernier/Micrometer), 5S Shop-Floor Safety & Technical Documentation]

Why I can add immediate value to [Company Name]:
1. Zero Onboarding Delay: My Official College NOC (signed by our Principal & HOD) is ready, and I can join full-time for 16 continuous weeks.
2. Practical Support: I am eager to assist your engineering team on the shop-floor, site, or lab with daily drafting, testing, quality logs, or project execution.

I have attached my 1-Page ATS Resume and College NOC format for your review. Would you be open to a brief 5-minute phone call or an in-person visit to your office/plant this week?

Warm regards,

[Your Full Name]
Diploma in [Branch Name] | [Polytechnic Name]
Phone / WhatsApp: +91 [Your Mobile Number]
Email: [Your Email] | LinkedIn/GitHub: [Optional Link]

SCRIPT 3: Follow-Up Email #1 (Send 4 Working Days After Initial Email or Gate Visit)

80% of HR Managers and Plant Heads miss the first email because of busy schedules. Reply in the SAME email thread after 4 working days.

Subject: Re: Application for 6th-Sem Diploma [Branch] Intern (Jan–April 2027) – Polite Follow-Up | [Your Name]

Dear [HR Manager Name / Sir / Madam],

I hope you are having a productive week.

I am writing to politely follow up on my previous email sent on [Date of First Email] (or my application submitted at your reception counter on [Date, Inward Receipt No: XXXX]) regarding a 16-week 6th-Semester Diploma [Branch Name] Internship at [Company Name] starting in [Month].

I remain very enthusiastic about the opportunity to support your team in [mention 2 specific areas: e.g., CAD drafting and shop-floor quality inspection / electrical panel testing / web application testing / site supervision]. My Principal-signed College NOC and academic documents are completely ready for immediate verification.

For your convenience, I have re-attached my 1-page resume. Even a brief 5-minute call or a quick shop-floor interaction at your convenience this week would mean a great deal to me.

Thank you very much for your time and consideration.

Warm regards,

[Your Full Name]
Phone / WhatsApp: +91 [Your Mobile Number]
[Your Polytechnic Name, City]

SCRIPT 4: Follow-Up Email #2 — The 'Final Nudge' (Send 8–10 Working Days After Applying)

If you still haven't heard back after Follow-Up #1, send this polite value-first message offering an in-person walkthrough before closing your file.

Subject: Final Follow-Up: 16-Week Full-Time Diploma [Branch] Trainee Availability – [Your Name]

Dear [HR Manager Name / Plant Head],

I understand your team is busy with ongoing production and project schedules, so I wanted to send one brief final note regarding my application for a 6th-Semester Diploma [Branch] Internship at [Company Name].

Our DTE Karnataka college deadline to finalize and register our 16-week internship organization is approaching on [Date, e.g., 15th January]. Since [Company Name] is my top choice for hands-on industrial learning in [City/Industrial Area], I would be glad to:
1. Drop by your plant/office at any time convenient for you for a 10-minute introductory interaction, OR
2. Join as an unpaid/trainee project intern where I can assist your junior engineers with daily technical documentation, testing, and drafting tasks.

Please let me know if there is a slot available for a Diploma trainee this semester. If all slots are currently full, I completely understand and thank you sincerely for your time.

Respectfully,

[Your Full Name]
Phone / WhatsApp: +91 [Your Mobile Number]
Diploma in [Branch Name] — [Your Polytechnic Name]

SCRIPT 5: Post-Visit / Post-Interview Thank-You & Confirmation Email

Send this within 3 hours after meeting a PSU Training Officer, Plant Manager, or HR Executive in person.

Subject: Thank You for Today's Meeting – Diploma Internship Confirmation | [Your Full Name] ([Branch])

Dear [Name of Officer / HR Manager / Sir / Madam],

Thank you very much for taking the time to speak with me today at [Company Name / Training Institute] regarding my 6th-Semester Diploma [Branch] Internship.

I truly appreciated learning about your team's work in [mention what they discussed, e.g., CNC precision machining / substation relay testing / PCB assembly / residential construction QA/QC]. As discussed during our meeting, I have attached soft copies of:
1. My Official College NOC signed by our Principal & HOD
2. My 1-Page Resume, Aadhaar Card, and 1st–5th Semester Marks Cards

I look forward to reporting on [Joining Date / Time] wearing formal attire and mandatory safety gear as instructed. Please let me know if any additional form is required from my college coordinator.

Warm regards,

[Your Full Name]
Phone: +91 [Your Mobile Number] | Reg. No: [Your BTE USN]

SCRIPT 6: WhatsApp Outreach + Day-4 WhatsApp Follow-Up (For MSMEs, Contractors & Studios)

Most Peenya/Bommasandra MSME owners, Civil Builders, Auto Service Managers, and Architects reply 5x faster on WhatsApp than email. Send between 10:00 AM and 5:30 PM.

[INITIAL WHATSAPP MESSAGE — Day 1]
"Good morning Sir/Madam, I am [Your Name], a Final-Year (6th Sem) Diploma [Branch] student from [Polytechnic Name, City] with [XX%] aggregate. I found your company details via the Advitiya Academy Diploma Internship Hub.
As part of our DTE Karnataka C-20 curriculum, I am looking for a 16-week full-time industrial internship starting in [Month] where I can assist your team in [CAD drafting / CNC shop-floor quality / PLC & panel wiring / full-stack web dev / site supervision / architectural working drawings].
My Principal's Official NOC letter is ready. May I share my 1-page PDF resume here for your kind perusal? Thank you!"

[WHATSAPP FOLLOW-UP MESSAGE — Day 4 (If Blue Ticks / No Reply)]
"Good morning Sir/Madam, hope you are doing well. Just following up politely on my message above regarding a 6th-Sem Diploma [Branch] trainee slot at your unit. I have attached my 1-page resume PDF below for quick reference. I stay nearby in [Your Area] and can visit your office/plant in person any day this week at your convenience. Thank you! — [Your Name]"

SUMMARY OF THE 10-DAY APPLICATION & FOLLOW-UP CADENCE (DO NOT STOP AFTER 1 MESSAGE!):

- Day 1: Submit Physical NOC Packet at PSU HRD/Training Desk (9:30 AM) OR send Initial Email (Script 2) + Initial WhatsApp (Script 6) to 10 shortlisted companies.
- Day 4: Send Follow-Up Email #1 (Script 3) in the same email thread + Day-4 WhatsApp nudge to companies that haven't replied.
- Day 6: For PSUs (HAL/BEL/BHEL/BEML/KPTCL/BMRCL), follow up with the HRD/Training Office quoting your stamped Inward NOC receipt number.
- Day 9: Send Follow-Up Email #2 / Final Nudge (Script 4) offering a 10-minute in-person visit.
- Same Day of Meeting: Send Post-Visit Confirmation Email (Script 5) within 3 hours of meeting the HR / Training Officer.