



INTERNSHIP OFFER LETTER

Date: [DD/MM/YYYY]

Ref No: PE-FYUGP/2026/[Application_ID]

To,

[Student's Full Name]

[Student's College/University Name]

[University Registration Number]

Subject: Offer of Industrial Internship under FYUGP / NEP 2020 Guidelines

Dear **[Student's First Name]**,

Congratulations! Following your application and academic review, we are pleased to offer you an industrial placement as an **FYUGP Industrial Intern** within the **[Insert Division: Portfolix Tech / Portfolio Builders / Startmybiz / Portfolix Enterprise]** division at Portfolix Enterprise PVT LTD.

This internship is structured to strictly comply with the Four-Year Undergraduate Programme (FYUGP) and KSHEC guidelines, ensuring your seamless transition from academic theory to industrial execution.

1. Internship Details:

- **Designation:** FYUGP Industrial Intern – [Insert Specific Track, e.g., UI/UX Product Design / MERN Stack]
- **Academic Credit Mapping:** [2 Credits / 4 Credits] (Eligible for ABC Transfer)
- **Duration:** [120 Hours (20 Days) / 240 Hours (40 Days)]
- **Mode of Internship:** [Hybrid (Virtual + LMS) / Offline (On-Site Kochi HQ)]
- **Commencement Date:** [Start Date]
- **Reporting Manager:** Head of [Domain] Division

2. Scope of Work & Deliverables:

Unlike traditional shadowing programs, you will be onboarded into the **Portfolix SaaS Lab**. Your primary responsibilities will include executing real-world briefs, utilizing our



proprietary Portfolix.tech LMS, and contributing to live enterprise modules.

Upon successful completion of your tenure, the company will provide the following mandatory university deliverables:

- Standardized 10-Point FYUGP Grade Card.
- Mentor-Verified Daily Logbook.
- Verified Portfolio URL of completed industrial tasks.
- Official Industrial Letter of Recommendation (LOR).

3. Performance Incentives & Conditions:

- **Scholarship Opportunity:** Should you maintain a 90%+ attendance rate and secure a 9+ Grade Point on our evaluation standard, you will be eligible for a 100% scholarship fee refund.
- **Fast-Track Cashback:** (*Applicable only for 240H*) Completion of all industrial deliverables within 3-4 weeks qualifies you for the ₹1,000 performance cashback.
- **Confidentiality:** During your internship, you will have access to proprietary software APIs and enterprise data. You are required to maintain strict confidentiality regarding all company intellectual property.

4. Acceptance:

Please sign and return a copy of this Offer Letter along with the payment confirmation of your internship fee to officially secure your seat in the June 2026 Batch. Your login credentials for the Portfolix.tech LMS will be generated upon receipt of this acceptance.

We look forward to welcoming you to the Portfolix ecosystem and helping you turn your academic credits into a real career.

Sincerely,

Athul Anil

Founder & CEO

Portfolix Enterprise PVT LTD



DECLARATION OF ACCEPTANCE

I, [**Student's Full Name**], accept the terms and conditions outlined in this offer letter and commit to fulfilling the industrial requirements of the FYUGP Internship Program.

Signature: _____

Date: _____

Portfolio
Builders 