



**CENTRE OF PROFESSIONAL ATTACHMENT AND ALUMNI ENGAGEMENT
THE NORTHCAP UNIVERSITY
Sector 23-A, GURGAON – 122017**

Institute URL : www.ncuindia.edu
Placement URL: <http://spa.ncuindia.edu>

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NOC for Summer Internship Procedure

Dear Student,

CPAA has the “Placement Portal” for the all THE NORTHCAP UNIVERSITY students. It can be accessed through the main THE NORTHCAP UNIVERSITY home page www.ncuindia.edu under the “placements” tab.

It is mandatory for all the students to register on the CPAA portal, so that the student records can be updated for placement, internship and other related activities.

Note : Step (A) given below must be completed before moving to Step (B)

(A) PROCEDURE FOR NEW USER REGISTRATION

Step 1: Login into CPAA Portal (<http://spa.ncuindia.edu>)

Step 2: Click at the New User (to register your account and supply following information)

- User name: (Your Roll Number)
- Password: (Your own pass ward)
- Email: (your personal email id)
- Fill your First Name & Last Name:

Step 3: You will receive an email on your registered email id, open your email id and click on the link provided. Your account will get activated.

Step 4: Login with your user name and pass word and fill the required details (If you don't have details in the required fields, enter zero)

(B) PROCEDURE FOR INDUSTRIAL INTERNSHIP LETTER

Step 1: Login into CPAA Portal (<http://spa.ncuindia.edu>)

- User name:
- Password:

Step 2: Select tab: "Apply for Industrial Internship"

Step 3: Read Guidelines

Step 4: Check against apply 5

Step 5: Apply

Step 6: Fill up the company's details

Step 7: Apply

After applying, contact CPAA office in Room No.301 (New Building), 3rd Floor, THE NORTHCAP UNIVERSITY to obtain the letter.

Important Note: Registration on the CPAA portal is mandatory for all the students of SOET, SOM & LS and SOL - all courses. Students are required to register their details right in their first semester and keep it updated. The email id and mobile number given on the portal are used for all CPAA communication related with Placements, Convocation, Alumni meet etc.

Internship Guidelines during the internship period

1. Reach on time.
2. Be confident.
3. Introduce yourself to one and all, develop Network.
4. Be Polite, be highly courteous. Respect all.
5. Maintain a daily diary.
6. Be regular with your Project report.
7. Most importantly have a regular interaction with faculty guide.
8. Quest for learning, keep the fire burning.
9. Always have inquisitive mindset. Ask questions loudly and clearly to avoid mistakes.
10. Always volunteer yourself for more work.
11. Maintain Confidentiality.
12. Respect privacy and matters of people at work.
13. Maintain office decorum.
14. Show appreciation and gratitude for every act.
15. Never leave a chance to work more. Don't leave office with pending work.

CPAA wishes all the very best for your future endeavours

Note: Submit a copy of Training Confirmation Letter received from the company to CPAA office.