

**NATIONAL INSTITUTE OF TECHNOLOGY
TIRUCHIRAPALLI-620015**

SUMMER INTERNSHIP FOR THE STUDENTS OF OTHER INSTITUTIONS

General information for candidates applying for Summer Internship programme:

Students registered for a degree in any academic institution willing to carry out Summer Internship at National Institute of Technology, Tiruchirappalli (NIT, Trichy) in the fields of Civil Engineering, Chemical Engineering, Computer Science and Engineering, Electrical and Electronics Engineering, Electronics and Communication Engineering, Instrumentation and Control Engineering, Mechanical Engineering, Metallurgical and Materials Engineering, Production Engineering, Computer Application, Physics, Chemistry, Humanities & Social Sciences, Mathematics, Architecture, Management and Energy Environment Engineering may apply for the Internship Programme.

Tenure: Not below 5 weeks and not exceeding 8 weeks.

Period: May -July

Application: Application should be made in the prescribed format as available in NIT, Trichy website. It has to be duly signed, scanned and then sent to your supervisor as an email attachment with enclosures.

Fellowship: Will be at the discretion of the mentor faculty subject to availability.

Accommodation: The students selected for internship may be provided hostel accommodation, if available, on payment of appropriate fees. The application for accommodation (only after being selected for internship) should reach The Convener, Hostels through the faculty supervisor and the HoD for permission. The cost towards food and access to other amenities have to be paid by the student.

Important Dates for applying: **Last date 30th March 2020**

Contacts: Please contact your faculty supervisor in case you have any queries/doubts etc.

**Instructions for students intending to take up Summer Internship at
NIT Tiruchirapalli-620015**

Steps	When	Action	Remarks/ Deadline
1	Before joining	Interested students may look at the profiles of faculty members of the institute and contact them directly.	
2	Before joining	After the concerned faculty (supervisor) expresses his/her willingness to consider the candidacy of the student, the student has to download the application form from website, fill it, sign it and send it back to the supervisor with all supporting documents.	
3	Before joining	Display/Intimation letters for the shortlisted candidates	
4	Before joining	In case, the student needs accommodation, the relevant form (available in website) has to be filled in and sent back to the supervisor. Accommodation will be provided if available.	
5	Upon arrival	Students report at the institute main gate / concerned department. They will be directed to their place of accommodation (for candidates who have asked for accommodation)	
6	Upon arrival	A hard copy of the application form along with the requisite documents signed by the student should be submitted at the time of joining the internship in the respective departments of the Institute.	
7	While at NITT	Student needs to sign the attendance register kept at the Department office or Academic Section	Everyday
8	Before departure	Student presentation date is informed to the department	Date to be decided by the department
9	Before departure	Students must apply for “Internship Completion Certificate” at least 7 days prior to their departure. The application form has to be submitted through the mentor faculty to Training and Placement Department along with project report. The application should clearly stating the start and end date must be duly recommended by the mentor faculty.	Last date: 7 days prior to departure
10	Before departure	Students must begin the process for completion of “No dues certificate**”	Last date: 2 days prior to

Application Form:

Application Date:		Insert Passport size photo
1) Name of the Applicant		
2) Providing Department / School/Center		
3) Research Topic		
4) Duration	Start Date:	End Date:
5) Supervisor's Name		
6) Source of fellowship*		
7) Tenure of fellowship*		
8) Amount per month*		
9) Name & Address of the Institution/ University		
10) Department		
11) Degree Pursuing		
12) Programme Duration		
13) Subject Specialization (if any)		
14) Category (General/OBC/SC/ST)		
15) Gender		
16) Mother's Name		
17) Father's Name		
18) Marital Status		
19) If Person with Disability:		
20) Type of disability		
21) Address Details	Address for Correspondence	Permanent Address
22) Contact Details	Mobile No.:	Contact no. of parent
23) Educational Qualification (Starting from 10th onwards and up to last degree obtained)		

Examination Passed	Board/University	Year	Subjects/ Discipline/ Specialization	Division/ Class	%Marks / CGPA / Equivalent
10 th					
10+2					
24) Publication in referred Journals (if any):					
25) List of Attachments:1.Transcripts,2.Resume,3.Bonafide Certificate,4.Identity Card					
26) Health Declaration :					
Do you have any physical illness or have you been currently undergoing any medical treatment/ been treated/ been diagnosed of any illness which may affect your studies?					
Do you have any chronic (long lasting or persistent) medical condition that requires treatment or medication? <i>N.B.: Any medical expenses during the internship period will be borne by the candidate himself /herself.</i>					
*If Applicable					

Place: _____

Date: _____

Signature of the Applicant

Sign and Scan Application.

Send It to Your Supervisor before Due Date with Attachments (documents listed in S. No. 26)

For Office Use

Category:

Remarks, if any:

Signature of Supervisor with Date:

Department/Center:

Bonafide Certificate

(To be obtained from HOD/Academic Section)

This is to certify that Mr/Ms. _____, a student of this institution is nominated to undergo internship at **National Institute of Technology, Tiruchirappalli-620015** from _____ to _____.

Signature: _____

Name: _____

Designation: _____

Name of the Institution: _____

Seal with date

ACCOMMODATION FORM FOR SUMMER INTERNSHIP STUDENTS IN HOSTELS
AT NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPALLI-620015

1. Name of Faculty Mentor :
 2. Name of Internship student :
 3. Gender (Male / Female) :
 4. Institute/ College of intern student :
 5. Full Address of intern student :

 6. Contact No (Faculty Mentor) : Contact No. (Intern student):
 7. Emergency Contact No: Blood Group:
 8. Weather the Internship student undergoing medical treatment/ advice and are suffering from communicable disease or bed ridden or are under post-delivery case. Yes/No:
 9. Period of stay of intern student : From _____ To _____
 10. Date of arrival _____ Time _____ am/pm
 11. Date of departure _____ Time _____ am/pm
 12. Remarks, if any
- Date _____

Signature of Mentor

Faculty

Recommendation of Head of Department

Rates:

1.	Hostel Accommodation Charge: Rs.75/-per day or Rs.1750/- per month whichever is lower
2	Meal charges @ Rs. 115 per day

Mode of Payment For hostel fee, payment mode is only through SBI i-collect.

Procedure for SBI i-collect payment is available in the link

“ <https://www.onlinesbi.com/prelogin/icollecthome.htm?corpID=633054>”

Terms and Conditions

- (i) The request for accommodation should be submitted prior to arrival as per existing rules.
- (ii) The Internship students are required to pay hostel room rent and food charges in advance to Hostel Office, NIT, Tiruchirappalli
- (iii) Separate rooms on shared basis are allotted for boys and girls in hostels.
- (iv) One day minimum charge shall be levied for all bookings unless these are cancelled at least 48 hrs. Before the commencement of the occupancy. Similarly, in case a guest fails to occupy the booked accommodation, the same will be cancelled after one day of the booking date.
- (v) Booking is not permitted for student undergoing medical treatment/ advice and who are suffering from communicable disease or bed ridden or are under post-delivery case.
- (vi) In case of cancelled one day will be counted on 24 hrs. Basis or a part thereof commencing the time of arrival.
- (vii) Pets/Dogs/Cats etc. are not allowed in the hostel premises.
- (viii) Incomplete form will be rejected.

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