



राष्ट्रीय प्रौद्योगिकी संस्थान हमीरपुर

हमीरपुर (हि.प्र.) – 177 005 (भारत)

NATIONAL INSTITUTE OF TECHNOLOGY HAMIRPUR

HAMIRPUR (H.P.) - 177 005 (INDIA)

(An Institute of National Importance under Ministry of HRD)

{OFFICE OF TRAINING & PLACEMENT}

OFFICE ORDER

Pursuant to the approval of the Competent Authority, the guidelines for undertaking Training/Internship program at NIT Hamirpur (HP) for the students of other Institutions within India and Abroad have been framed and hereby notified for information of all the concerned as under:-

GUIDELINES & PROCEDURE FOR TRAINING/INTERSHIP

(A) A visiting student from B.Tech./B.Arch./M.Tech.(Integrated)/M.Tech./M.Arch./M.Sc./MBA/MCA should be a student registered for a degree in the top 100 NIRF ranked Institutes/Universities in India. The student should be officially sponsored by the Institute/University to carry out Summer Training or avail lab or other academic facilities at NIT Hamirpur (HP). Such students can be allowed to carry out training/internship or use lab facilities of the Institute **up to maximum of 08 weeks during Summer vacations** at NIT Hamirpur (HP) depending upon availability of faculty guide in the department/centre. These students shall be governed by the following Rules & Regulations:-

1. Candidates interested to undergo internship program at NIT Hamirpur will send duly filled **Internship Request Form (enclosed)** and **Internship Undertaking Form (enclosed)** in the office of Training & Placement, NIT Hamirpur. The Candidate can download the 'Internship Request Form' and 'Internship Undertaking Form' from Institute website. The candidate is free to submit both the duly filled forms through mail having mail id

tpo@nith.ac.in or personally in the office of Training & Placement. All such collected forms will be preliminaries screened and forwarded to the concerned HOD/HOC for mentor allotment. The decision of mentor allotment will be done in the department/centre faculty meeting and will be forwarded to the office of Training & Placement alongwith the minutes. The office of Training & Placement will intimate the applicant for fee deposition details and date of reporting for internship program at NIT Hamirpur.

2. The training/internship is not allowed for more than 08 weeks and is to be completed within the vacation period only. In case, an applicant is applying for internship in NIT Hamirpur for a period of 01 Semester/04 months/during the period other than summer vacation, he/she will only be permitted with the special permission by the Competent Authority where the concerned HOD/HOC will ensure the availability of training mentor and lab facilities during that period.

3. Each Department/Centre of NIT Hamirpur is encouraged to give the list of potential projects for internship based upon the facilities/requirements and they will be displayed on Institute Website well in advance. The interested students can also apply against the listed projects. Each Head of the Department/Centre will ensure the minutes of meeting regarding the collection of 'project- titles' from each faculty member who is willing to mentor internship - candidates. The candidate aiming for internship program can also apply for his/her own area of research interest, which may not be mentioned among the listed projects. If the concerned department/centre will be having that facility as per interest of student, the candidate may be permitted to do internship.

4. Maximum number of trainees allowed with a faculty member of Department/Centre should **not exceed three** at a given point of time.

5. Faculty Mentor will draw training schedule, listing out the activities to be undertaken during the training period in a phased manner and attached the same with proforma which will again be submitted in the office of Training & Placement.

6. During training/internship period, candidates will be provided accommodation by the Institute, if available in hostels by depositing requisite fees and mess charges.

7. On successful completion of training/internship, candidate will submit report in the Office of Training & Placement duly signed by him/her, faculty mentor and forwarded by HOD/HOC.

8. Subsequent to submission of report, candidate will be issued training/internship certificate by Authorized Signatory of NIT Hamirpur (HP).

9. The 'best internship project' of each department/centre will be awarded and acknowledged by the Institute. The evaluation of such completed projects will be done by the committee constituted by the Competent Authority, if recommended by faculty member and concerned HOD/HOC.

(B) The students of NIT Hamirpur (HP), may also be eligible for doing internship program within the institute without paying the internship fees, based on the recommendations of the concerned HOD/HOC.

(C) Regarding training fee to be charged from candidates, the Committee suggested following fee slabs.

<u>Duration</u>	<u>Training/Internship Fee</u>	<u>Mess Fee</u>
Up to four weeks (01 Month)	Rs. 2500/-	For National students As per actual current rate of general fooding.
Up to eight weeks (02 Months)	Rs. 5000/-	
Up to 04 Months/One Semester	Rs. 10000/-	
Up to four weeks (01 Month)	\$ 50	For International students -do-
Up to eight weeks (02 Months)	\$ 100	
Up to 04 Months/One Semester	\$ 200	

Domesh
21.5.18
Training & Placement Officer
NIT Hamirpur (HP).
dmr

No.NIT/HMR/TPO-58/2018/ *8081-8102*

Dated: *21.5.2018*

Copy to: -

1. All Deans, for information please.
2. All Heads of teaching Departments/Centres, are requested to send the list of projects within 03 days from issue of this letter, so that the list of projects may be uploaded on the Institute website.
3. Head Computer Centre, to display the Guidelines, Internship Request Form and Internship Undertaking Form (pdf. format) on institute website.
4. DR (Accounts), NIT Hamirpur (HP) for information and n.a. please.
5. PS to Director for information of the Director please.