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OFFICE ORDER

Pursuant to the approval of the Competent Authority, the guidelines for undertaking Summer Training/Internship to the students of other Institutions of the Country at NIT Hamirpur (HP) are given below for information and necessary action please:-

(A) A visiting student from B.Tech./B.Arch./M.Tech./M.Arch./MCA is a student registered for a degree in a recognized Institute/University in India and is 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 **upto 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 training at NIT Hamirpur will make request to concerned Head of department in the prescribed Proforma (enclosed). The letter in this regard shall be submitted by the candidate on the letter head of the parent Institute duly signed by the Director/Principal/TPO.
2. Under no circumstances, more than 08 weeks training/internship is allowed and the training is to be completed within the vacation period.
3. Head of the Department/Centre after taking note of the specific training requirements of the applicant, available lab infrastructure with the department and man

power, will make recommendations for the acceptance/ rejection of the request. It is upto the Department/Training Mentor to allow a candidate to undertake training.

4. Maximum number of trainees allowed with a Faculty member/Scientific Officer of Computer Centre/Workshop Supdt. should **not exceed three** at a given point of time.
5. In case, request is accepted, HOD shall recommend the case for approval of the Dean (Academic) on the prescribed Proforma.
6. Faculty Incharge/Training 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
7. Academic section will issue letter conveying the consent of the department and training fee to be deposited by the candidates on the reporting date.
8. During training period, candidates will not be provided any accommodation by the Institute and they have to make their own arrangements for stay.
9. On successful completion of training/internship, candidate will submit report in the concerned department.
10. Subsequent to submission of report, candidate will be issued training certificate by the concerned HOD.

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

<u>Duration</u>	<u>Training fee</u>
Up to four weeks	Rs. 2500/-
Up to eight weeks	Rs. 4000/-

No. NIT-HMA-Acad/14/13640-55 dt 6th 14
✓_{06.1.14} Dean (Academic),
NIT Hamirpur (HP)

Copy to: -

1. All Heads of teaching Departments/Centres NIT Hamirpur (HP).
2. DR (Accounts), NIT Hamirpur (HP).
3. PS to Director for information of the Director please.