



राष्ट्रीय प्रौद्योगिकी संस्थान दिल्ली

NATIONAL INSTITUTE OF TECHNOLOGY DELHI

(शिक्षा मंत्रालय, भारत सरकार के तत्वावधान में राष्ट्रीय महत्व का संस्थान)

(An Institute of National Importance under the aegis of Ministry of Education (Shiksha Mantralaya), Govt. of India)

Plot No. FA7, Zone P1, GT Karnal Road, Delhi-110036, INDIA

दूरभाष/Tele: +91-11-33861000, 1001, 1005 वेबसाइट/Website: www.nitdelhi.ac.in

Procedure to follow for organizing the summer/winter internship at NIT Delhi

1. Advertisement of the notification by the concerned faculty who wants to hire interns.
2. Concerned faculty will share the list of selected students with the Dean (Academics) and Prof. In Charge Training & Placement Cell.
3. Concerned faculty will initiate the Internship process after verifying the NOC, undertaking and fee particulars paid to NIT Delhi.
4. Concerned faculty need to submit the details in the following format on the institute letterhead to the Training & Placement Cell for further approvals.

S.No.	Student Name	Faculty Coordinator	Name of the Department	Duration of Internship	Amount Paid to NITD	Transaction Receipt/UTR Number

Faculty Signature

The fee should be deposited into the following Account:

Account Name: BANK OF BARODA

Bank Name: M/S. DIRECTOR NIT DELHI ENDOWMENT FUNDS ACCOUNT

Account Number: 30320100016539

IFSC Code: BARB0NARELA

Account Type: Saving Account

This information must be forwarded to Dean Academics and Prof. In Charge Training & Placement Cell. It should be approved by the competent authority (T&P cell will take approval).

5. Upon completion of the internship, the concerned faculty will prepare the internship certificates and forward them through the T&P cell.
6. Fee Distribution: 50% of the internship fee will be allocated to the supervising faculty member, 40% to the Institute Fund, and 10% to the T&P Cell (Prof. I/C T&P, TPO, and office staff).
7. The T&P Cell will obtain necessary approvals from the competent authority; hence, all HoDs and Section Officers are requested to forward internship applications to the T&P Cell.



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Procedure to get the summer/winter internship certificates

1. All certificates will be provided in hard copy.
2. Concerned faculty need to request the internship certificate on a cover letter and submit the details in the following format (along with a soft copy of the same through email to TPO and T&P Cell) on the institute letterhead to the Training & Placement Cell.

TPO: tpo@nitdelhi.ac.in

T&P: tnp@nitdelhi.ac.in

S.No.	Full Name of the Candidate	Name of the Institute	Title of the Project	Associated Laboratory/ Research Lab	Department Name	Joining Date	Completion Date	Name of the Internship Supervisor(s)	Name of the Head of Department (HoD)

3. Request for the certificates along with complete details must be made at least two weeks before completion of the internship. The application should be duly signed by the concerned faculty and forwarded through the Head of the Department.



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Application form for Internship/Thesis work for outside students in NIT Delhi

(Scanned Copy to be mailed to Concerned Head of the Department)

Department Applied for: _____

Name of the Proposed Faculty Member (if any): _____

***(All the columns are to be compulsorily filled in neatly in capital letters)**

Name of the Applicant : _____

Present Semester and Branch : _____

Postal Address : _____

Permanent Address : _____

Mobile No. : _____

Email : _____

Father's Name : _____

Gender (Male/Female) : _____

Date of Birth : _____

Nationality : _____

Paste
Passport size
Photograph

Education Qualification Details :

Examination passed	Institute/University	Year of Passing	% of Marks/SGPA	Specialization (PG/Ph.D)
1 st Semester				
2 nd Semester				
3 rd Semester				
4 th Semester				
5 th Semester				
6 th Semester				
7 th Semester				

Overall % or CGPA of the Candidate based on last result declared:

I _____ hereby declare that the statement made in this application are true, complete and correct to the best of my knowledge and belief. I also ensure that during the internship, I will follow the institute's rules and regulations. Consent of my parents for pursuing the Internship at the National Institute of Technology Delhi has already taken by me.

(Signature of the applicant)

Forwarded by
Head of the Parent Institute
Name and Signature

List of attachments:

1. Duly filled and signed application form
2. Undertaking by parents
3. Consent/ recommendation letter from the parent institute/ organization
4. Proof of Fee Payment



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UNDERTAKING

(By the parents of the applicant from outside NIT Delhi)

I assure you that my son/daughter Mr./Ms. _____ Roll no _____ from the _____ department _____ of Institute/organization.....will not bring disrepute to the college and the internship is undertaken at our own responsibility and cost. We understand that college management is not responsible for the misconduct and safety of our ward, both on and off the industrial site.

Date:

Address of Parent:

Parent's Name:

Parent's Mobile No: